



# 2019-20 ALL-SCHOOL HANDBOOK

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(Revised Summer 2019)

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# INTRODUCTION

Welcome to Oregon Episcopal School! Please take the time to familiarize yourself with the All-School Handbook. It is intended to provide you with the policies and procedures that support the Mission, Vision, and Identity of OES, and that help build integrity, trust, and respect among all members of the school community.

**IMPORTANT:** Please take the time to familiarize yourself with this Handbook and refer to it as necessary throughout the school year. *Your signature on your enrollment contract indicates your willingness to abide by these policies as well as any updates that are communicated to the parent body throughout the academic year.* Parents also agree to communicate these standards and responsibilities to their children.

Following the All-School Handbook, you will find additional sections outlining specific procedures and norms for each division and the residential program. Please familiarize yourself and adhere to the information contained in each section relevant to you and your student(s). Upper School students are expected to be familiar with and abide by the policies outlined in the Upper School section (and Residential Life section if applicable).

Other important descriptive information can be found on the OES website ([www.oes.edu](http://www.oes.edu)) and in documentation provided to you by your student's divisional leadership.

If you have questions, we recommend that you work first with your child's teacher and, when appropriate, your child's advisor. However, when you need to, we also urge you to call the appropriate Division Head with questions or concerns.

## OES MISSION AND IDENTITY

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### ***Mission***

Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

### ***Identity***

**Our Oregon home matters:** Perched on the Pacific Rim, nestled between the ocean and the mountains, bordered by both natural wetlands and urban development, we nurture intrinsic curiosity about complex environments and people of diverse backgrounds, creating intentional connections and collaborative, sustainable solutions.

**Our Episcopal tradition matters:** Rooted in a rhythm of gathering and reflection, we educate toward a larger purpose—toward inclusion and respect, understanding and

compassion, service and social justice, toward meaning and commitment beyond ourselves.

**Our School philosophy matters:** Grounded in the belief that the advancement of knowledge flows from open and rigorous inquiry, we cultivate the life of the mind and the whole person by connecting questions with exploration and discovery, theories with scrutiny, expression with art, and self with subject.

## ***Diversity & Values Statements***

OES believes that diversity in our community is essential to the school's success and is a cornerstone of our presence in the local and global world. OES commits to raising awareness about differences, engaging in dialogue, and recognizing the courage it takes to see the world in new ways.

Drafted by a committee of students, parents, faculty, staff, and administrators in 2013 and approved by the OES Board of Trustees in May 2014, OES articulates its commitment to diversity and inclusive community as follows:

- Awareness: Human differences matter. Recognizing and engaging the range of human thought, experience, and identity are essential to this school community.
- Dialogue: The extent to which the school commits to ongoing dialogue and effort towards inclusion will determine our ability to fulfill wholly the school's Mission and realize its Vision.
- Courage: OES recognizes that conversations about inclusive community require courage. Mistakes and times of discomfort are a part of the learning process.
- Commitment: The OES Board of Trustees recognizes its leadership role in creating an engaged community that:
  - Embraces and celebrates a diversity of people, voices, and perspectives.
  - Develops intercultural communication skills for local and global understanding and citizenship.
  - Understands historical privilege and power inequities, and challenges norms and systems that perpetuate exclusion.
  - Regularly evaluates and strengthens the school's practices of equity and inclusion.

## **OES HONOR CODE**

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Written and adopted by the Upper School Student Council in 2018, the Honor Code guides our efforts to use our power for good both at school and beyond:

“As a member of the Oregon Episcopal School community, I commit to honesty, safety, accountability, and respect for others in my academic, extracurricular, and social pursuits.”

## PARENT-SCHOOL PARTNERSHIP

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To ensure a strong and collaborative partnership with families and to support the safe and healthy development of children, OES parents are asked to partner with the school around the following principles:

- Directly communicating with the school and, when appropriate, other OES parents, with concerns about the health and safety of any child in the community.
- Compliance with laws designed to safeguard children, such as those governing health codes, social media, and the use of alcohol and other drugs.
- Adherence to the Major School Rules and the community expectations that guide OES.
- Working from the assumption that the school and other parents are acting in good faith and in the best interest of all children.
- Engaging with the life of the school and supporting OES's mission and values.

## All-SCHOOL POLICIES

### NONDISCRIMINATION POLICY

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Oregon Episcopal School does not discriminate on the basis of race, color, national or ethnic origin, religion, sex (including pregnancy), gender identity or expression, disability, sexual orientation, or other legally protected status in admission of otherwise qualified students or in providing access to the rights, privileges, programs, or activities generally available to students at the school, including administration of its educational policies, admissions policies, scholarship and financial aid programs, or athletic and other school-administered programs and activities.

Oregon Episcopal School similarly does not discriminate in its hiring or employment practices on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental or physical disability, genetic information, or any other status protected by local, state or federal law.

#### ***Students with Disabilities***

Oregon Episcopal School is committed to a diverse community, which includes providing reasonable accommodations in academics, residential housing, and other programs and services to address the disability-related needs of otherwise qualified

students with disabilities. Although the school cannot offer special education programs for students with disabilities, OES is committed to providing reasonable accommodations to qualified students so that such students can participate in the school's programs.

Reasonable accommodations are modifications and interventions (excluding personal services) that are designed to enable students with disabilities to enjoy equal access to the full array of programs and supports offered at our school without creating an undue burden on OES, fundamentally altering the nature of an OES education, or lowering its standards.

## MAJOR ALL-SCHOOL RULES

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Oregon Episcopal School is committed to providing an environment in which all individuals, including students and employees, are safe. It is also committed to providing a climate that is conducive to learning. All students, whether in Lower, Middle, or Upper School, are required to comply with major school rules and with OES's statements on Diversity and Values.

The School also requires that all students act responsibly and with consideration toward each other. Oregon Episcopal School will not tolerate any behavior that threatens the emotional or physical safety of a student or which unreasonably interferes with the learning environment.

Because it is impossible to anticipate all behaviors that might be unacceptable, the following behaviors and articulations of Safety Policies and Major School Rules are only examples of the kind of behavior that will not be tolerated, and are not intended to be exclusive. Instead, think of them as a guide. Depending on the severity of the event, other consequences, up to and including dismissal, may be imposed.

- **Possession of any weapon:** For this policy, weapons include any device which is or may be used to cause death or serious injury, and includes guns; air guns; BB guns; explosives; knives; swords; metal knuckles; straight razors; noxious, irritating, incendiary or poisonous gases; or poison. Small pocket knives may be permitted on outings such as camping trips but only with approval from the trip leader. These objects are wholly inappropriate in a school environment and create the potential for accidental harm. Any object that is used in a threatening way is immediately subject to this rule. Objects in violation of the rule will be confiscated and families will be notified. Depending on the severity of the event, additional consequences, up to and including dismissal, may be imposed. If appropriate, law enforcement may be notified.
- **Harassment (including bullying and hazing):** As a school that is committed to creating and maintaining an inclusive community through compassion and care, OES believes every student has the right to feel safe and respected. Bullying, hazing, and harassment of any kind—physical, verbal, relational, and/or sexual harassment—will not be tolerated. Harassment is any abuse based on perceived or identified race, religion, sex, sexual orientation, gender identity and/or expression, national origin, ancestry, genetic information, age,

ability, or grade in school. It includes verbal, written, or physical abuse, as well as equally damaging forms of harassment through graffiti, epithets, stereotypical remarks, or any behavior, regardless of intent, that contributes to a hostile environment in which to live and learn.

Any incidents involving sexual or any other harassment, racial, religious, or ethnic intolerance, physical injuries or threats, and fighting will be dealt with as disciplinary matters. Furthermore, the OES community does not tolerate humiliating or potentially harmful “rites of passage” or “initiations.” These will also be dealt with as serious disciplinary matters. See harassment prevention policies (including bullying and hazing) below for additional details of our expectations.

OES holds students accountable if they engage in bullying, hazing, or harassment. Such behavior can come in many forms, including the following verbal, written, and online examples:

- Comments or “jokes” of a harassing or intimidating nature.
  - Comments that make fun of, alienate, stereotype, or demean another based on racial, religious, gender, or sexual identity, class, sexual preference or any other identifiers, including use of the n-word.
  - Verbal or online comments that demean or call attention to an individual’s body or other personal characteristics.
  - Display or transmission of pictures, emails, texts or other written or visual items that are degrading to others, regardless of consent.
  - Any conduct, coercion, or intimidation used as initiation into an organization or team that endangers the physical or emotional health of any student, regardless of the person’s willingness to participate.
- **Threats of violence:** Students are expressly prohibited from making any threats of violence or physical harm—either verbal or non-verbal—to others. This includes actual threats to engage in acts that cause or are likely to cause physical injury to another member of the school community, whether serious or made in jest but reasonably perceived to be serious. It also includes implied threats of violence. For example, it includes the following statements: “I am going to kill you,” “I am going to hurt you,” “You should be scared,” or “I am coming after you.” Or even, in certain circumstances, “I am going to be watching you.”
  - **Physical injury:** Students are expected to treat one another with respect and care and not cause physical harm to others. This includes intentional or reckless acts that cause or are likely to cause physical injury to another member of the school community.
  - **Academic dishonesty:** Students are expected to do their own work. By placing their name on a piece of work, students assert that the work is entirely their own and that any ideas and language taken from others are properly cited. OES understands that students are at different developmental levels during their tenure at the school, and each division



has its own methods of handling academic dishonesty. Nevertheless, OES expects that each student will work to understand the complexity and importance of and commit to the highest standards of academic honesty. The Middle and Upper School have more specific descriptions of this policy.

- **Illegal and controlled substances**

- **Alcohol, nicotine, and other drugs:** The mission of OES's alcohol, nicotine, and other drug education program is to create and sustain a culture which, from its youngest members to its adults, supports and encourages non-use for students and safe, responsible, and legal use by adults; instills lifelong compassion and responsibility for self and others; creates awareness of health, safety, and accountability issues through comprehensive and age-appropriate education; continually evaluates the wellness of the community; and provides help for those whose health or well-being is at risk.

It is illegal for anyone under the age of 21 to use alcohol, illicit drugs, marijuana, and tobacco or nicotine products, which pose serious risks to physical and mental health and interfere with a student's ability to learn. Students may not possess, use, distribute, or sell, or be under the influence of illegal substances or alcoholic beverages during school hours or at school events. This includes vaping and Juuling. Students may not be in possession of drug paraphernalia of any kind.

Students concerned about their or others' use of alcohol, nicotine, or other drug use will be dealt with as a counseling/health issue, not a disciplinary issue. Seeking health care for a substance abuse problem demonstrates responsible behavior. However, the student must comply with the school rules regarding alcohol, nicotine, and other drugs while receiving assistance. If a violation is confirmed before or after the student requests assistance, disciplinary action will result.

- **Prescription drugs:** It is illegal to misuse or misappropriate prescription drugs. Misuse includes either taking a prescription drug or being in possession of a prescription drug that has been prescribed for a different person. Misappropriation includes acquiring drugs from any source other than a student's healthcare provider or school nurse. It also includes cases when a student provides prescription drugs to another student. Misuse can also include students taking their own prescription drugs in a manner or dosage that is not intended by the prescribing physician. Students involved in the misuse or misappropriation of prescription drugs will face consequences, up to and including dismissal.

- **Fire safety:** No student may have an open flame; use matches or a lighter; burn candles of any kind; light incense; or use any device that produces a flame. Exceptions will be made for educational purposes when the students are under supervision of instructors. Objects in violation of the rule may be confiscated and families may be notified.

- **Theft and vandalism:** Students should not take, borrow, and otherwise use another person's property without their permission. Vandalism—which includes defacing and/or destroying any school property or defacing/destroying the off-campus property of a community member—is also expressly prohibited. If appropriate, the police may be notified. Students should use good judgment in protecting their possessions and information by keeping all personal belongings in lockers (for Middle and Upper School students) and making sure that device passwords are secure and private.

Any other persistent, disruptive, or abusive conduct that unreasonably deprives other students of a safe or respectful learning environment is expressly prohibited. This could include any behavior intended to or simply having the effect of making someone else unreasonably embarrassed, hurt, or socially alienated or excluded.

### ***Discipline and Process***

The overall purpose of Major School Rules is to provide a measure of safety and civility upon which all members of the community can depend. When individuals or groups cross a boundary and jeopardize the well-being of other students intentionally or unintentionally, they are subject to discipline.

The discipline for a violation of this policy will be decided on a case-by-case basis, depending on the age of the student, the severity of the offense, and the student's disciplinary history. The discipline can range from a warning or probation to expulsion.

As a general rule, the Division Head, in consultation with the Head of School, will make decisions regarding violations of this policy.

## **HARASSMENT PREVENTION POLICY**

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OES is committed to providing a place where our students can thrive. It is in the best interest of each individual and the school that we dedicate ourselves to creating an educational environment that promotes respect, dignity, and inclusion and that is free from all forms of harassment, exploitation, intimidation, illegal discrimination and retaliation. These behaviors are demeaning to all persons involved; they are unacceptable conduct, and will not be tolerated.

OES expects all students, employees and members of the school community to conduct them-selves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees and visitors. Students, employees and visitors come to OES from many different backgrounds and cultures, including different races, religions, sexual orientations and ethnic ancestries. The school encourages its members to seek to understand the differences and similarities among us and to appreciate the richness that such diversity provides to an educational community. Respect and understanding of the differences among people are important dimensions of education that continue throughout a lifetime.

All student and employees at OES are entitled to learn and work in an environment that is free of harassment. Harassment of any member of the school community by

any other member of the school community or visitor to campus will not be tolerated. Harassment of any kind, whether intended or not, is prohibited in our community. Anyone with a concern about harassment or retaliation should follow the procedures set forth under “What to Do If You Believe You Have Witnessed or Been Subjected to Harassment.”

### **Definitions:**

- **Harassment** refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale or a student’s emotional well-being, interfering with a student’s academic performance or participation in a co-curricular or extra-curricular activity, or which has the purpose or effect of creating an intimidating, hostile or offensive learning or social environment.
- **Sexual Harassment** includes unwelcome sexual advances (either verbal or physical), requests for sexual favors in exchange for benefits, and other unwelcome verbal or physical conduct of a sexual nature which affects a student’s emotional well-being, interferes with a student’s academic performance or participation in co-curricular or extra-curricular activities, or which has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

Sexual harassment can include any unwelcome verbal, written or physical conduct that is directed at or related to a person’s gender and that interferes with a person’s learning or social environment. Examples include, but are not limited to:

- Sexual gossip or personal comments of a sexual nature about someone’s clothing, body, or conduct;
- Sexually suggestive or foul language;
- Sexual or lewd jokes;
- Intimidating or suggestive remarks about an individual’s sexual orientation, gender identity or gender expression, whether actual or perceived;
- Whistling, leering, catcalling, or making other suggestive or insulting sounds, gestures or comments;
- Spreading rumors or lies of a sexual nature about someone;
- Making obscene, demeaning or abusive comments about an individual’s body or other personal characteristics;
- Obscene or sexually suggestive graffiti;
- Displaying or sending of sexually offensive or pornographic messages, pictures or objects;
- Audiotaping, videotaping, or otherwise recording individuals in sexual or other potentially embarrassing situations and/or forwarding or threatening to forward the recorded material to others;
- Offensive or unwelcome sexual flirtation or advances;
- Offensive or unwelcome touching, pinching, grabbing, kissing or hugging;
- Demanding sexual favors or forcing sexual activity;
- Stalking;

- Restraining someone’s movement in a sexual way; and
- Physical assault, including rape or any coerced or non-consensual sexual relations.
- **Sexual Misconduct by an OES Employee:** It is a violation of this policy for any member of the faculty, administration or staff to make sexual advances toward or engage in sexual conduct with a student. Any and all sexual advances or conduct between adults and students is strictly prohibited.
- **Harassment Other than Sexual Harassment:** Examples of non-sexual harassment include, but are not limited to:
  - Conduct or comments that threaten physical violence;
  - Offensive, unso-licited remarks such as slurs, jokes, and bigoted statements and questions;
  - Unwelcome gestures or physical contact;
  - Display or circulation of pictures, emails, texts, other written materials, items, or pictures degrading to anyone due to their gender, gender identity or expression, race, ethnicity, religion, age, disability, sexual orientation, or other legally protected status; and
  - Verbal abuse or insults about or directed to any student or group thereof because of their relationship to any of the groups listed above.
- **Racial, Color, and National Origin Harassment** is on the basis of a person’s race, color, or national origin and includes, but is not limited to, the use of nicknames emphasizing racial stereotypes; racial slurs; and derogatory comments or conduct directed at an individual’s manner of speaking, national customs, surname, ethnic characteristics or language.
- **Religious Harassment** is on the basis of a person’s religion or creed and includes, but is not limited to, the use of nicknames emphasizing religious stereotypes; religious slurs; and derogatory comments or conduct directed at an individual’s religion, religious traditions, religious practices, religious symbols, or religious clothing.
- **Sexual Orientation Harassment** is on the basis of a person’s sexual orientation and includes, but is not limited to, name calling, using nicknames emphasizing sexual stereotypes, and imitating physical characteristics or mannerisms associated with a person’s sexual orientation.
- **Disability Harassment** is based on a person’s physical and/or mental disability and includes, but is not limited to, name calling, making derogatory references to the disabling condition, imitating manners of speech and/or movement associated with the dis-ability, or interfering with access to or use of necessary adaptive equipment or aides.

## WHAT TO DO IF YOU BELIEVE YOU HAVE WITNESSED OR BEEN SUBJECTED TO HARASSMENT

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OES seeks to achieve a welcoming and respectful school environment free of hostility, intimidation, and harassment, including sexual harassment. A student who has concerns should follow the guidelines described below.

- **Seeking Advice:** At any time, you are encouraged to consult your advisor, your counselor, a dean, or the division head to make them aware of your concerns and to seek their advice.
- **Direct Communication:** If you feel that you (or someone you know) has been the target of harassment, or that someone is acting or speaking inappropriately and is making you (or someone you know) feel uncomfortable and/or angry, it may be possible for you to approach the individual, expressing your concerns as honestly and directly as you can, and request an end to the conduct.
- **Formal Complaint:** If direct communication does not resolve the problem or you choose not to approach the individual directly, you may also initiate a formal complaint about the incident. Students should report a complaint, preferably in writing, to their advisor, a dean, or their Division Head.

### ***The School's Complaint Process***

If OES receives a complaint of harassment, or otherwise has reason to believe that harassment may have occurred, it will take steps to ensure that the matter is promptly investigated and addressed. Even if the student does not wish to formally file a complaint, OES may still take action if it learns of potential harassment.

Students are expected to cooperate fully in an investigation conducted by the school. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action; however, we cannot guarantee total confidentiality to anyone involved in the investigation. The initiation of a complaint in good faith about behavior that may violate OES's harassment policy will not adversely affect the educational assignments or study environment of the student. If a student initiated a complaint, that student and the student's parents will be notified when the investigation is concluded.

- **Protection against Retaliation:** Retaliation is a very serious violation of this policy. Retaliation is any form of intimidation, reprisal or harassment directed against a student who in good faith reports harassment, provides information during an investigation of such behaviors, or witnesses or has reliable information about such behavior. By way of example, retaliation can occur when peers of the student accused of harassment learn of the complaint and then mistreat the individual who made the complaint or other individuals who support the complainant. OES will not tolerate this inappropriate retaliatory behavior. Any student with a concern that s/he is being retaliated against should immediately bring it to the attention of their advisor, a dean, or the Division Head. Retaliation against any individual for reporting harassment,

for participating in the investigations, or for supporting a student who has made a good faith complaint will not be tolerated. Students who engage in retaliation will be subject to disciplinary action up to and including removal from school.

### ***Discipline***

OES's policy imposes stricter standards of behavior than those provided by law. Conduct need not meet the legal definition of harassment to violate the school's expectations for appropriate behavior and to be subject to discipline. Appropriate disciplinary actions will be taken against anyone (student or employee) found to have harassed another person (student or employee) under this policy. Some forms of harassment may be severe enough to be a violation of criminal law and/or be covered by mandatory reporting obligations, and may need to be reported to legal authorities. OES may discipline a student for inappropriate conduct even if it does not meet the legal definition of unlawful harassment. Any individual who violates this policy by engaging in the prohibited conduct—harassment, discrimination or retaliation—will be subject to appropriate disciplinary action.

### ***Sexual Assault Statement***

Any student who is a victim of sexual assault should seek help immediately and report the incident to a trusted adult in the school community, including your advisor, a counselor, a dean, the school nurse, or any Division or Department Head.

Students should call 911 if they need or witness a need for immediate police and/or medical attention.

Sexual assault is non-consensual sexual contact and/or penetration by physical force, threat of bodily harm, or when the victim is incapable of giving consent by virtue of being under the age of consent, intoxication or other impairment due to drug or alcohol use, mental illness, or mental disability.

School employees have an obligation to report suspected sexual, physical, and/or psychological abuse pursuant to mandatory child abuse reporting laws. A member of the faculty or staff is not permitted to maintain total confidentiality to a student (or parent) who informs the students of an allegation of sexual assault or sexual misconduct if the allegation leads the employee to believe the employee has a duty to report the information. All employees of OES who become aware of any form of sexual assault are required to immediately report the information to the appropriate Division Head and the Head of School, even if it is only a suspicion and regardless of how they became aware of the matter. Reports of sexual assault are taken seriously with the safety and well-being of all students as the first priority. Sexual assault is an act of violence and is a crime in the state of Oregon.

Regardless of the actions taken by outside authorities, the immediate focus of OES following such a report is to support all students in every way possible, including medical and psychological support as necessary. Upon learning of a possible sexual assault, OES may conduct its own investigation in order to ensure the safety and security of the entire campus community. This investigation is separate from any criminal investigation by the police or any agency investigation by DHS. All students

are required to participate in school investigations as members of the school community; failure to cooperate may lead to disciplinary action.

## CHILD ABUSE POLICY

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Oregon Episcopal School does not tolerate and unequivocally opposes any form of child abuse or neglect. OES follows all of Oregon's laws regarding prevention, identification and mandatory reporting of child abuse and sexual misconduct by school employees (see ORS Chapter 419B and ORS Chapter 339). These laws require that any employee having reasonable cause to believe that a child has suffered abuse, a person has abused a child, or a school employee has engaged in sexual misconduct with a student, must report or cause a report to be made to the appropriate authorities.

The purpose of the OES Child Abuse Policy is to ensure the safety of our students. With that in mind, this policy will define mandatory reporters and describe the reporting process. The policy is congruent with the OES Mission Statement and in full compliance with Oregon laws regarding prevention, identification and reporting of child abuse and sexual conduct by school employees.

Oregon's child abuse mandatory reporting laws define six categories of said abuse.

- **Physical abuse:** Deliberate, non-accidental physical injury.
- **Psychological abuse (mental injury):** Extreme and/or repeated conduct which is isolating, frightening, intimidating, and undermining self-worth.
- **Sexual abuse:** Sexual contact/involvement between a child or teen younger than 18 years and an adult who has greater knowledge, authority, power, and resources.
- **Physical neglect:** Extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs, to such a degree that a child's health and safety are endangered, including the need for adequate supervision.
- **Threat of harm:** Subjecting a child to a substantial risk of harm to the child's health or welfare.
- **Child selling:** Buying, selling or trading for legal or physical custody of a child.

All employees of Oregon Episcopal School are mandatory reporters and are required by law to report suspected child abuse. All employees are also required by law to report sexual misconduct by another OES employee. Any school employee who suspects any abuse of any kind must report it to their division head or division counselor. The division counselor will assist the reporting employee to properly document the report and submit it to the Oregon Department of Human Services (Child Protective Services). The Head of School will be notified of all reports made. Copies of the current pertinent laws, addresses and telephone numbers of DHS (CPS) and other law enforcement agencies are on file in the Office of the Head of School, all division heads, all supervisors, the nurse, and all counselors.

Employees are also required by law to report suspected sexual misconduct by an OES employee to the OES administration, where the concern will be investigated.

Due to reporting requirements, a member of the faculty or staff is not permitted to maintain total confidentiality to a student (or parent) who informs the employee of a concern of sexual assault or sexual misconduct if the concern leads the employee to believe the information should be reported.

Training on the prevention and identification of abuse and sexual conduct and on the legal obligations of school employees is provided on an annual basis for all OES school personnel. Separate training is also available for parents and/or guardians of OES students, and the students themselves (in an age appropriate manner).

If you, as a student, believe you have been abused by anyone in the OES community or otherwise, please seek out any OES adult who you trust (teacher, counselor, chaplain, coach, dean, division head, the Head of School, etc.) immediately, so that person may ensure your safety. OES will not discipline a student for initiating a report in good faith about suspected abuse or sexual misconduct by either an adult or another student. OES will notify the person who initiated the report about actions taken by the school based on the report.

## **JURISDICTION OVER OUT-OF-SCHOOL CONDUCT**

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Students should be aware that certain activities, even outside of school hours and/or off school property, may result in disciplinary action up to and including suspension and expulsion. Students may be subject to disciplinary consequences for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of others in our community, or has a direct or immediate effect on the safety or welfare of students or other members of the school community. The student may be subject to discipline even if such conduct takes place off campus, during non-school hours or on breaks from school. Note that this includes electronic communications, which could subject the student to discipline even if the communications are made outside of school.

### ***Investigations***

Students are expected to cooperate fully in investigations conducted by the school. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including but not limited to pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, asking the student to leave school while the investigation is underway, or requiring the student to withdraw from school. OES's obligation to report a crime (such as a sex crime or other abuse subject to the mandatory child abuse reporting laws) does not end if the student withdraws. The school reserves the right to confiscate a student's cell phone if it is used in ways that violate major school rules and/or if it contains inappropriate images that could be in violation of Oregon's criminal code.



## ***Learning from Others' Mistakes***

The school reserves the right to raise at a school meeting any issue of discipline regarding a student for the purpose of furthering the educational and learning experience of students and the school community overall.

## **TRANSGENDER / NON-BINARY STUDENTS**

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OES is committed to ensuring the safety, comfort, and healthy development of transgender and non-binary students while maximizing each student's social integration and minimizing any stigmatization.

**Privacy/Confidentiality:** Students and families have the right to keep certain personal information confidential. To ensure the safety and well-being of the student, school personnel should not disclose a student's transgender status to others, including the student's parents/guardians and/or other school personnel, unless (1) legally required to do so, or (2) the student has authorized such disclosure.

**Names/Pronouns:** Students have the right to be addressed by the name and pronoun that corresponds to the gender identity to which they identify. Students are not required to obtain a court ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

**Forms/Official Records:** OES will change a student's official records to reflect a change in legal name or gender upon receipt of documentation, such as a court order or an amendment to a state- or federally-issued identification. To the extent that OES is not legally required to use a student's legal name and gender on school records or documents, OES will use the name and gender by which the student identifies. In situations where school staff or administrators are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff will do what is necessary to avoid the inadvertent disclosure of such confidential information.

**Locker Room Accessibility:** Students who identify as transgender or gender nonconforming may use the locker room that corresponds to their gender identity. Alternatively, they may request an alternate locker room or changing space, which will be considered on a case-by-case basis with the goals of maximizing the student's social integration, safety and comfort, and minimizing the stigmatization of the student. Any student who has a need or desire for increased privacy, regardless of the underlying reason, will be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, etc.), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential.

**Restroom Accessibility:** Students are allowed to use the restroom that corresponds to the gender with which they identify. Gender-neutral bathrooms are available on campus and are available to all students.

**Overnight Activities and Off-Campus Trips:** OES will make every effort to ensure the safety and comfort of transgender and gender nonconforming students, maximize the student's social interaction and equal opportunity for participation, and minimize any stigmatization and isolation from the general student population. In most cases, students will be assigned to share overnight accommodations with students that share the student's gender identity. Any student who is transgender and who has a need or desire for increased privacy will be provided with reasonable sleeping arrangements.

## Health and Wellness

### OES FOOD AND ALLERGY POLICY

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OES recognizes that food allergies, in some instances, may be severe and even occasionally life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. OES has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

OES is an "allergy aware" school. As such, the school will monitor food ingredients for peanut or nut products in an attempt to avoid serving foods with these ingredients in the dining halls during the school day hours.

Parents must submit written protocols for students with food allergies on annual basis. These protocols should identify the potential allergens and include instructions for treatment if needed for accidental exposure. The school nurse will work with parents to implement reasonable protocols submitted by parents.

Information pertaining to a student's allergies will be handled confidentially by the school nurse, and with priority for student safety. As such, information will be shared with the Director of Food Services, as well as appropriate individuals within the student's division:

- Beginning/Lower School: The Lower School Office, Classroom Teacher and LS Specialists.
- Middle School: The Middle School Office, the Grade Team Leader and the student's advisor.
- Upper School: The Upper School Office and the student's advisor.
- For any student activity taking place off campus, the trip leader will be apprised of any allergies within the trip group.
- OES will work with the contracted food service company to reduce the likelihood that peanuts, tree nuts, or nut oil products are served during normal hours.

- All other foods served in the dining halls that may include other allergens such as dairy, egg, soy, wheat, fish or shellfish will be labeled by the contracted food service company.
- The contracted food service company may choose, at its discretion, appropriate vendors for food, but will not use foods that specifically list nut or peanut products on the ingredient label. (Parents and students may obtain lists of ingredients for any food served by contacting the food service company's general manager.)
- OES will provide anaphylaxis education through on-line training, as well as through the required CPR/First Aid training for all employees.
- Students will provide their own emergency medications for school.
- OES will keep epinephrine on campus and in field trip first aid kits for treatment of an anaphylactic response.
- OES will work with its contracted food service to provide food in the dining hall that all students may enjoy.
- In the case of a student with multiple or unusual allergies, OES may require the student/family to provide lunch and snacks to ensure the student's safety.
- OES will not sell nut products in school-sanctioned stores or vending machines.
- OES will request that parents not send snacks to school that contain peanuts, tree nuts, or nut oil products.
- OES will request that parents not send food that contain peanut or nut products on OES buses.

*Please Note:* OES will attempt to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present at OES. Likewise, OES cannot monitor food brought to campus for personal consumption outside of the dining halls.

OES does not monitor products sold at athletic events or special student sales (such as bake sales), products brought for potlucks or celebrations, or food served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

### ***Family/Student Responsibility***

- Parents of students with allergies will submit to the school nurse protocols designed to identify and treat a reaction if an exposure would occur.
- Parents of students with life-threatening allergies must provide OES with emergency medications along with the written emergency protocol a written medical treatment protocol in case of exposure. The school nurse will maintain the medication and information.
- Parents are responsible to educate their child (in an age-appropriate fashion) about managing the child's allergy at school, including, but not limited to,

identifying safe foods by reviewing the weekly lunch menu together, and contacting the food service agency General Manager for ingredient listings.

- The school nurse is available to offer educational resources to parents regarding allergy management.

If parents are uncertain about possible exposure to allergy-causing foods, they should contact the food service company's General Manager for suggestions of alternative safe foods served.

*Please Note:* OES is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event. However, OES cannot guarantee that a student will never experience an allergy-related event while at school.

### **School Lunch**

Our on-site food service company, Bon Appétit, provides a nutritious, well-balanced lunch to all students daily. Meals are served in the Lower School Common Hall for Pre-Kindergarten, Kindergarten, and Primary, and in the Main Dining Hall for first through twelfth grades. Menus are published weekly at [oes.cafebonappetit.com](http://oes.cafebonappetit.com).

Parents of children on a restricted diet may contact the on-site Bon Appétit General Manager Beth LaFond at [lafondb@oes.edu](mailto:lafondb@oes.edu) to discuss problems or particular requirements. Students may be excused from school lunches only with written permission from a parent and the child's physician.

### **Food from Home**

Due to the risk of foodborne illnesses and the potential for allergic reactions, the Washington County Health Department strongly discourages homemade foods being served in a school setting. For students' birthdays and other occasions, parents are asked to communicate plans with your child's teacher/advisor. If food is provided by parents for these occasions, they should be only store-bought items. Occasionally there will be a classroom activity that involves students preparing foods under the supervision of a teacher. Teachers are instructed regarding safe food handling procedures.

*Please Note:* Oregon Episcopal School is an "allergy aware" campus, meaning that nuts or nut products are not allowed in classroom or dining hall areas.

## **EMERGENCY FORMS**

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The School requires every family to maintain current Emergency Information via the [Parent Portal](#). Before participating in any practice or game, student-athletes must have record of a current physical examination and an updated Emergency Form on file.

## **STUDENT PHYSICALS**

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OES students entering Grades K, 7, 9, & 11 or new to OES are required to have a physical and a sports pre-participation form completed by parents and the student's physician before school begins in the fall. Click below to download the appropriate form. Your child cannot participate in any OES activities, including sports, practices, and opening trips, without completing this form. OSAA guidelines require that this form be used.

[Physical Form \(Grades PK - 6\)](#)

[Physical Form \(Grades 7 - 12\)](#)

All OES students need to have completed [Online Health & Permission Forms](#).

If applicable, please update your student's [Allergy Information Form and Action Plan](#) and/or [Asthma Action Plan](#) annually, as well as if there is a change in the treatment plan.

## IMMUNIZATION RECORDS

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Required immunizations, including the Tdap Booster vaccine, must be on record with the school. If there are updates to your student's immunization record, please update as needed using the following forms:

[Oregon Immunization Requirements](#)

[Oregon Certificate of Immunization Status](#)

## MEDICATIONS AT SCHOOL

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Parents and students are required to provide the school with a list of all medications that the student currently takes, including prescription and nonprescription medication. School policy prohibits students from self-administering any medication; exceptions may be made for emergency medications such as asthma inhalers, epinephrine auto-injectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the school nurse to develop appropriate measures. During the enrollment process, families complete a form giving permission for approved staff to administer specific over-the-counter medications. Students who receive over-the-counter medications while at school must do so in the presence of the staff member who administers it.

- Prescribed medications or additional over-the-counter medications must be in the original containers with the prescription or manufacturer's label attached.
- Sharing of medication is prohibited and will be considered a violation of the school rules.
- Students may not self-administer prescription medicines for pain, psychiatric medicines, or medications used in the treatment of learning disorders while at school. If doses are needed at school or while on an OES trip, these medications must be checked in with the school nurse or trip leader. The

school nurse will help develop a plan for convenient administration of medicine while at school.

Additional medication administration policies are required for Upper School students enrolled in the residential program; please see the Residential Life Section for details.

## CONCUSSION PROTOCOL

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A concussion is a traumatic injury to the brain that results in a temporary loss of normal function and manifests in symptoms such as fogginess, fatigue, or memory issues. OES follows standard OSAA protocols developed with information from Oregon School Activities Association (OSAA), Center on Brain Injury Research and Training (CBIRT), and the Center for Disease Control and Prevention (CDC) to educate school personnel, parents, and students about appropriate concussion management. This [OES Concussion Protocol](#) outlines school policy as it pertains to a return to academic learning as well as return-to-physical activity following a concussion. All athletic department staff and coaches are required to complete yearly training of procedures for managing sports-related concussions. Oregon law also mandates that student athletes who exhibit signs, symptoms or behaviors consistent with a concussion, or have been diagnosed with a concussion not participate in any athletic event or training until medical release is obtained.

# Technology

## OES COMPUTER USE POLICY

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OES offers each student and staff member access to the school's computer network. The following sections describe our philosophy and define what we consider acceptable and unacceptable uses of the network. This policy is subject to change as the network and computer services evolve.

### ***Philosophy***

In order for OES to provide the best educational experience possible, we offer access to, and instruction in, the use of the electronic tools which make it possible to process and store information on OES computers and servers, and to communicate through the Internet. In addition to teaching the mechanics of these tools, we feel it is important that students discuss and understand their responsible and ethical use.

## NETWORK SERVICES POLICY

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OES considers student behavior in the "virtual" world of computers as directly equivalent to actions in the real world. Students who abuse network privileges by knowingly accessing other's files, for example, will be subject to the same disciplinary procedures as if they had gone through another person's papers, locker or desk. Taking or using other people's computer files without permission will be treated the same as theft or plagiarism. It is important to note that simply finding an opportunity to take such actions does not absolve responsibility for those actions, in the same way that finding an unlocked door does not mean that one is relieved of responsibility for unauthorized entry. We ask that all students respect the privacy of others' files and materials. Everyone must follow stated limits for file storage and occasionally wait for access to limited resources or peripherals.

## **INTERNET ACCESS POLICY**

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As with any other media (books, magazines, and other information), access to computers and the Internet can provide access to material that is inappropriate. OES has taken the following precautions to restrict access to objectionable materials:

OES informs all students about acceptable and unacceptable uses of the school network and the Internet, as defined in these sections. This is done directly in Lower School classes, and during Technology Partnership Workshops for Middle and Upper School students and parents.

OES has installed software to exclude content that is unacceptable on our local area network. This software is installed between the Internet and our internal network.

OES faculty and staff observe and supervise student Internet use as often as possible.

## **INTERNET ACCESS LIMITATIONS**

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OES uses software that denies access to a list of Internet addresses known to contain material that is unacceptable. This software is normally effective in blocking access to pornographic and other inappropriate sites. This system is not foolproof, however, and students and staff members are encouraged to let us know about blocked sites that should be accessible. We can quickly grant access to such sites.

OES Internet access also limits or prevents the use of many file sharing and on-line gaming software programs. While these programs may be considered acceptable at home, in school and corporate environments they can cause havoc with network reliability and stability. Although not always the case, Internet file sharing programs can lead to the exchange of copyrighted music and software, severe viruses, and inappropriate materials or actions that can lead to serious consequences.

Because technology and information on the Internet changes on a daily basis, and it is impossible to limit access to all objectionable materials or prevent all possible misuses. Industrious users may discover ways to access inappropriate sites or exchange copyrighted files. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may procure material or use online services that are not consistent with our educational

goals. Additionally, these common issues strongly motivate us to address and discuss ethical and appropriate uses of technology, despite the ease or prevalence of misuse.

## **ACCEPTABLE & UNACCEPTABLE NETWORK USE**

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The use of the OES network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may lead to additional disciplinary action. OES network administrators reserve the right to close an account at any time if inappropriate use is suspected or in evidence. The administration, faculty, and staff of OES may also request that system administrators deny, revoke, or suspend specific user accounts. Decisions in these matters will be guided, but not limited, to the list below.

The following is expected of all OES computer users:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Honor and protect the privacy of yourself and others (do not reveal passwords, home addresses, or phone numbers).
- Report any defects in system accounting or security to the network administrators.
- Do not use the network for any illegal activity, including violation of copyright or other contracts.
- Do not use the network for financial or commercial purposes.
- Do not degrade or disrupt equipment or system performance.
- Do not vandalize the data of others.
- Do not waste finite computer resources.
- Do not attempt to gain unauthorized access to information, resources, or entities.
- Do not invade the privacy of individuals.
- Do not use an account owned by another user.
- Do not forward personal communications without the author's consent.
- Do not post anonymous messages.
- Do not use the network to access or distribute objectionable or unacceptable materials. Objectionable and/or unacceptable material includes, but is not restricted to, the following:
  - Pornography
  - Violence
  - Hate
  - Racism



- Harassment
- Sexism
- Exploitation
- Information relating to the sale or acquisition of alcohol, nicotine, or other drugs

## ONLINE PRIVACY POLICY

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Protecting the privacy of students and respecting parental choices in this area are very important to OES. The ease of finding names through Internet search engines can make a student's name easier to locate than the publication of student information in other media forms.

On the public OES websites, Lower School students will be identified by first name only. Full names will not be published. Parents with questions or concerns about this policy should contact the Director of Communications.

In the Middle and Upper Schools, the same policy applies, unless an Internet Publication Permission Form is sent home to parents by a teacher. This enables teachers to ask permission to use a full name (and possible image) as part of a class project that may be published on the Internet. All parents will have the option to decline the use of the full name and/or accompanying image before any names or images are published online.

### ***Computer Software Code of Ethics***

All students, teachers, and staff shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to OES standards of conduct. The following points are to be followed to comply with software license agreements:

- All software is to be used in accordance with its license agreements.
- No student, faculty, or staff member will make any unauthorized copies of any software under any circumstances.
- The school will not tolerate the use of any unauthorized copies of software at OES. Any person illegally reproducing software can be subject to civil and criminal penalties, including fines and imprisonment. OES does not condone illegal copying of software under any circumstances, and anyone who makes, uses or otherwise acquires unauthorized software shall be subject to disciplinary action.
- All software used on OES computers will be properly purchased through appropriate procedures.

## MIDDLE SCHOOL LAPTOP/DEVICE PROGRAM POLICY

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Students in grades 6-8 receive devices issued by OES. Beginning in the 2019-20 academic year, Seventh Graders will receive iPads, while 8th Graders will receive laptops. OES will handle all warranty claims and service on the laptops. Apple Computer determines if a claim is covered or not, with claims being covered if the failure occurred during normal use. Failed batteries, power supplies, hard drives, logic boards, and keyboards are covered if they fail during routine use.

If a device is accidentally dropped, lost, damaged, or stolen, the repair or replacement will not be covered by warranty. Families may be asked to contribute up to 50 percent of the repair or replacement costs (not to exceed \$500) if this occurs. If a device is deliberately harmed by a student (or damaged or lost repeatedly), a family may be asked to contribute 100 percent of the repair or replacement costs (not to exceed \$1000). The cases, which are issued with the devices, are designed to protect them from common forms of accidental damage, which should reduce the frequency and severity of these events.

The commitment to honesty, respect, and safety and the willingness to hold oneself accountable for meeting that commitment—as stated in the Honor Code—extends to online interactions; online bullying, harassment, and hazing are considered violations of a major school rule. Those who violate these policies, classroom expectations, or applicable state and federal laws are subject to loss of access to a school-owned device, loss of network or computer use privileges, and other disciplinary actions.

## **LAPTOPS BROUGHT FROM HOME**

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In the Lower School, permission is required before laptops can be brought from home. Students in grades 6-8 receive devices issued by OES. The Upper School has a 1-to-1 laptop program which requires students in grades 10-12 to bring a laptop to school.

For laptops brought from home, anti-virus software must be installed and consistently updated. The same should be done with operating systems, so that they are both protected from infection and unable to spread computer viruses and worms. Infected laptops brought from home that broadcast infections or spread infected files are a serious concern.

OES expects laptops brought from home to be used responsibly. Laptops should not be used as "entertainment centers;" distracting games, movies, and music are discouraged. The presence of inappropriate materials on laptops brought from home (or Apple iPods, smartphones, or similar devices) may lead to disciplinary proceedings.

### **Consequences**

Consequences for inappropriate use or abuse of computing resources or the Internet will be handled as disciplinary actions in each division. Please read the relevant sections in this Handbook.

### **Disclaimers**

Electronic mail (e-mail) and other files are not guaranteed to be private. OES reserves the right to monitor network usage, review information and files received or viewed by users, and review and disclose any information downloaded or messages sent or received on the school network. In summary, network administrators and school administration do have access to all mail and files stored on the school network and servers, and may review the same to ensure compliance with this policy.

OES makes no warranties with respect to the school network, and we specifically disclaim responsibility for files or student work that is lost due to disk failure, viruses, Internet access interruption, and all other system failures. OES also disclaims responsibility for any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of OES.

OES believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But be warned that OES does not have control of the information on the Internet. While our intent is to make the Internet accessible to further the School's educational goals and objectives, it is impossible to completely restrict access to objectionable materials. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people.

OES makes no warranties with respect to the Internet, and we specifically disclaim responsibility for the content of any advice or information received by an OES network user from a source outside of OES, or any costs or charges incurred as a result of seeing or accepting such advice. OES also disclaims responsibility for any costs, injuries, liability or damages caused by the way the Internet is used by an OES computer user or the manner in which other users may communicate or interact with the OES computer user.

## **LOANED EQUIPMENT POLICY**

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In order to enrich the educational experience of its students, Oregon Episcopal School purchases and maintains various types of equipment, including electronic devices such as cameras and camcorders, for use by faculty members and students. The school makes a significant investment in this equipment and strives to ensure that as many students and teachers as possible have access to the equipment when they need it. It is therefore imperative that community members use these devices with great care and take responsibility to see that they are returned on time and in the same condition in which they were borrowed.

Students who borrow equipment from OES libraries or other school departments will be held responsible for replacement or repair costs if the equipment is lost or damaged.

# Other Policies

## STUDENT INFORMATION & DECISION MAKING POLICY

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### ***Access to Student Information***

OES respects its students' privacy and only allows access to individual student information in accordance with state and federal law. State and federal law grant a student's parents or other legal guardians equal access to their child's student information, unless a court order specifically provides otherwise. If a child's parent or legal guardian wishes to grant a third person (e.g., the student's step-parent) access to student information, the parent / guardian must provide OES with written authorization to provide confidential student information to the third party.

### ***Decision Making Regarding Students***

State and federal law grant a student's parents or other legal guardians' decision-making authority in matters concerning their child's education and welfare, so these persons may equally participate in decisions regarding their child's education and experience at OES, unless a court order specifically provides otherwise. If a child's parent or legal guardian wishes to grant a third person (e.g., the student's step-parent) the authority to make decisions regarding their child's education or experience at OES, the parent or legal guardian must provide OES with a valid power of attorney or court order granting such authority to the third person. The power of attorney must be renewed every academic year.

## ADHERING TO OES BRAND POLICY

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Any use of OES's name or logo/visual representation(s) must be authorized by the school prior to use. School-related accounts, including Google sites, Blogspots, YouTube channels, etc., must be appropriate in content, and presentation must follow the OES Brand Style Guide for use of logos, wordmarks, and colors. Official school social media accounts also fall under the direction of the Marketing & Communications Office. For further information on the OES brand, please contact [marketing@oes.edu](mailto:marketing@oes.edu).

## GIFTS FOR EMPLOYEES POLICY

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While we appreciate the high regard in which students and their families often hold their teachers and coaches, we believe that it is best for gifts to be a simple expression of thanks and affection. Therefore, we ask that gifts be restricted to inexpensive and/or handmade items. Alternatively, we suggest giving a book to the library in honor of or in memory of a teacher or coach, or you can designate your

annual OES Fund contribution as a tribute gift. We ask that you not give gifts of significant monetary value to individual employees. Our faculty and staff always welcome your kind words and personal appreciation of their efforts.

## **SOLICITATION FOR SCHOOL ACTIVITIES POLICY**

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All school and volunteer organization fundraising projects and/or events must be approved through the policy and procedures noted in the Gift Acceptance Policy established by the Board of Trustees before being added to the School's fundraising schedule.

No individual or group solicitation of funds may be undertaken by any department, class, team, club or individual on behalf of OES, its students, programs, constituencies, faculty, or other nonprofit organization without the prior approval of the Director of Advancement (as noted in the School's Gift Acceptance Policy.)

Approval from the Office of Advancement must be received before scheduling, volunteer recruiting, grant writing, or initiating communication with potential donors or third parties.

After a fundraising project is approved by the Office of Advancement, all associated materials must also be approved prior to their distribution. This will ensure that all fundraising materials meet IRS guidelines and present a consistent, quality image of the school. All gifts to the School should be mailed directly to the Office of Advancement, not to a volunteer's home or office, unless prior approval is granted.

## **DOGS ON CAMPUS POLICY**

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Dogs are not allowed in buildings, offices, or classrooms at OES. We ask visitors not to have dogs on campus at the beginning or end of the school day, even on a leash, and anywhere on the sidewalks near the Lower and Beginning Schools. At other times, visitors, including parents, are welcome to bring dogs to the outside areas of campus on a leash, staying with the owner. The owner is responsible for cleaning up any waste. Service animals are allowed on campus, subject to prior notice whenever possible and in appropriate compliance with local, state and federal law.

## **TUTORING POLICY**

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If a student begins to fall behind the normal progress of a given class, tutoring may be an appropriate option for families. However, tutoring should not be considered as an alternative to first seeking support from the student's teacher; rather it should be viewed as a complement to the support of the classroom teacher, when necessary. The cost of tutoring is not included in regular tuition and is the responsibility of the family. Student support personnel, as well as faculty, can assist families in identifying appropriate tutors. The student's regular classroom teacher may not serve as the tutor, except in the case of private lessons with music faculty or with the permission of the appropriate Division Director. In no case will tutoring be arranged without the consent of the parent.

## ATTENDANCE POLICY

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### ***Attendance Philosophy***

An important and necessary life skill for students is to be on time and to be responsible for their commitments. Regular and punctual attendance is critical to student success and is expected of all students. As partners in your child's education, it is essential for parents to support and reinforce punctuality and daily attendance. Arriving a few minutes early to greet one's friends and put away belongings is considered respectful practice, as late arrivals can disrupt the learning of others.

### ***Stay on Campus***

Students in Grades K-11 may not leave campus during the school day, which ends at 3:15 p.m., unless a parent notifies the Division Attendance Office in advance by emailing the appropriate address ([lsattend@oes.edu](mailto:lsattend@oes.edu); [msattend@oes.edu](mailto:msattend@oes.edu); or [usattend@oes.edu](mailto:usattend@oes.edu).) Any student who leaves campus must sign out in the divisional office before leaving campus and must check back in upon return. For rules for 12th grade students, please see [Off Campus Privileges](#).

### ***Planned Student Absences***

Although students are best served by being present in class during the entire duration of the term, there are situations when students experience extended absence from school. In circumstances when a student is unable to be present at school, OES teachers do their best to give students opportunities to understand concepts. However, replicating the classroom experience is not possible. Students who are absent for more than 10 classes/semester or 20 classes/year in a single course in the Middle and Upper Schools (including excused absences or off-campus activities), or for more than ten days in the Lower School, may be required to complete additional work. Teachers will want to assess the student's understanding, support readiness to move forward with future learning, and ensure good academic standing upon the student's return to school. Extended absences may impact final grades in a course.

### ***Emergency/Health-Related Absences***

If a student must miss school because of an illness or injury, doctor's appointment, or emergency, a parent or guardian should notify the Administrative Assistant (or, in the Upper School, the Attendance Coordinator) in the appropriate division as soon as possible, ideally before the beginning of classes.

### ***Unexcused Absences***

OES students are expected to attend every class – except when they have made prior arrangements or cannot attend due to an emergency or a health issue. As a

general guideline, absences due to funerals, weddings, or religious observances will be considered “excused,” when given proper notice. OES will work with families whose student must miss a significant amount of school. *However, non-health-related absences in excess of ten (10) full days that are not pre-approved and excused by the School may warrant a full review of a student’s attendance and overall academic record to determine appropriate next steps, up to and including probationary status, loss of course credit, or withholding of the re-enrollment contract for the following year.*

### **Vacations**

OES has a generous vacation schedule and the dates of school vacations are posted on the website. Families are expected to plan vacations within the official school vacation dates posted on the [All-School Calendar](#).

### **After-School Event Participation**

Students who have afternoon or evening commitments with OES, such as athletics events, arts (music, theater, etc.), and/or other extra-curricular activities, must be in school all day in order to participate, except under unusual circumstances and with the approval of the Division Head, Athletic Director or other appropriate OES official.

## **SCHOOL CLOSURES**

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Occasionally, snow or other weather conditions require closure or delayed opening of school. Decisions about whether to close school are based on road conditions throughout the metropolitan area. The administration recognizes that conditions vary from place to place, so we encourage families to make travel decisions based on conditions in their neighborhood.

If school is closed for the day or delayed, this decision will be posted on our website, as well as in broadcast media, and social media by 6:00 a.m. Closure may take one of three forms:

- **No School:** School will resume the following day unless announced otherwise the next morning.
- **Delayed Start:** If it appears that conditions will ease, school will convene two hours late. Please continue to monitor reports as unanticipated worsening of conditions may necessitate closure.
- **Early Closure:** Should safety-threatening conditions develop during the day, students will be sent home early. Parents of Lower and Middle School students will be notified by telephone, and students will be supervised at school until they are picked up. Please be sure that the school offices have all of your current contact numbers so you can be easily contacted in these situations. Upper School students will be responsible for making their own arrangements, but may stay at school until they can be picked up.

**Closure Notification:** OES contracts with an emergency announcement calling service that will notify families of school delays and closures. To receive these announcements, you must [register with Honeywell Instant Alert](#).

# LOWER SCHOOL

## LOWER SCHOOL PHILOSOPHY

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In Lower School we believe young children learn best through active involvement in a safe, inclusive and nurturing environment. We view each child as a unique individual with a distinctive pattern and timing of growth and development. We have designed a flexible inquiry-based curriculum allowing children to build on their prior knowledge and experiences.

OES provides experiences that stimulate learning in all developmental areas—physical, social, emotional, and cognitive. Our goal is to create a child-centered environment that fosters personal growth, critical thinking skills, and an enthusiasm for learning.

In pursuit of the OES mission, we strive to:

- Educate the whole child, balancing academic, social, physical, aesthetic, and spiritual growth.
- Provide an academic program that is challenging and responsive to the needs of individual students.
- Emphasize both the academic essentials and the OES Essential Competencies.
- Engage students in a cycle of inquiry that supports exploration, creation, connection, and commitment to demonstrating understanding.
- Make learning active, experiential, and developmentally appropriate.
- Implement interdisciplinary curriculum that helps children see the connections between their learning and the communities in which they live.
- Encourage students to ask questions, take risks, think critically, and make wise decisions and choices.
- Create opportunities for students to solve problems, including those with multiple solutions and those with no clear solutions.
- Develop a community of learners in which students work in cooperative learning teams.
- Engage students in meaningful service learning projects that are related to the curriculum.
- Build a safe and nurturing community founded on partnerships among students, teachers, and parents.



- Provide support in times of struggle and share success with all.

### ***OES Honor Code***

Written and adopted by the Upper School Student Council in 2018, the Honor Code guides our efforts to use our power for good both at school and beyond:

“As a member of the Oregon Episcopal School community, I commit to honesty, safety, accountability, and respect for others in my academic, extracurricular, and social pursuits.”

### ***Lower School Community Agreements***

As members of the OES and Lower School communities, we follow the OES Honor Code and Lower School Agreements as guiding principles for our words and actions both on and off the OES campus as representatives of OES.

Inspired by the OES Honor Code and Middle School Community Commitments, the Lower School Agreements similarly guide our efforts in Lower School:

- Learn each day.
- Keep everyone safe.
- Respect yourself and others.
- Build friendships.
- Ask for help when you need it.
- Take responsibility for your words and actions.
- Choose kindness.

## **CITIZENSHIP**

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### ***Guiding Principles***

OES is a community of learners built upon partnerships, with guiding principles of respect, responsibility, and kindness. We encourage self-discipline, consideration of others, a lifelong love of learning, sound ethical judgment, and pride in our school. We educate global citizens who are ready and willing to assume their shares of responsibility for the good of the entire community. We expect all members of the community to cultivate and nurture these values.

We believe:

- The first six weeks of school require adaptation.
- Children come to school with a unique set of experiences, backgrounds, and learning styles.

- We expect that children will make mistakes. We help them learn from their mistakes through problem solving and conflict resolution skills.
- The behavior challenges of Pre-K students can be vastly different from those of Fifth grade students.
- As children grow they will engage in different forms of behavior.
- Actions adults take to help students learn positive choices will vary from grade to grade.
- We provide ongoing opportunities for students to practice and internalize these skills.
- Consequences need to be educational, not solely punitive.

### ***Role of Teachers in Citizenship***

In the Lower School we use the First Six Weeks of School program. This program helps students construct the rules, routines, and procedures of the classroom that are the cornerstones of good citizenship and community.

At the beginning of each school year, teachers and students develop a list of agreements or class rules. These agreements will center upon the core values of respect, responsibility, and kindness. We expect that these lists will differ depending upon the grade and developmental stage of the children. Teachers will revisit these concepts in formal and informal lessons throughout the year.

Teachers also include self-awareness tools, problem-solving language and strategies in their ongoing instruction with the goal of building an effective toolbox of strategies for children to utilize in social or personal dilemmas.

### ***Role of Students in Citizenship***

In addition to working with the teacher in the classroom to construct examples of respectful and responsible behavior, students will:

- Dress according to school uniform policy.
- Arrive to school on time.
- Leave personal items that distract from learning (such as toys, electronic games, fidget spinners, and cellphones) at home.
- Complete homework.
- Take care of one another.
- Take responsibility for their own behavior and actions.
- Keep hallways, classrooms, common areas, dining commons, and library quiet and free from disruption.
- Intervene or report to the teacher or another adult when they see another student being mistreated or a major school rules are being violated.

### ***Role of the School in Citizenship***

- Focus on the growth of our students.
- Foster a sense of responsibility recognizing that children need increasing latitude as they begin to learn how to solve problems on their own.
- Seek to solve the issue with the child, other children involved, teachers and/or parents.
- Utilize the school's resources and work with other members of the faculty and staff to solve conflicts.
- Communicate clearly and in a timely manner with parents about their child's progress, both academically and behaviorally, through meetings, phone calls, notes, or emails.
- Call parents when there is a recurring or serious problem at school that is potentially harmful to the health, safety, or welfare of the child or others.
- Apply teaching or consequences that vary depending upon the age of the child, intent, frequency, severity of the behavior, and the child's willingness to accept responsibility for his or her behavior.
- Communicate consequences or teachable moment to parents.

On rare occasions we may call parents to remove their child temporarily from school. Before making the decision to send a child home we first may implement such steps as:

- Issue verbal warnings.
- Provide time-outs.
- Consult with the counselor.
- Problem-solve with the Assistant Heads of Lower School, teachers, and parents.
- Discuss a plan of action with the Head of Lower School and the Lower School team and parents.

Sending a child home is a measure we seldom use but one that is very effective in communicating to the child and family the limits necessary to ensure everyone's physical and emotional safety. When the student is required to take time away from the community, either in or out of school, the student has time to process what has happened, to consider how to repair harm and restore trust, and to plan next steps to thoughtfully re-enter the community. As needed, the school will also create a long-term plan, with the partnership of parents, to address necessary changes in behavior. When this occurs, the child and parents must meet with the Head and Assistant Head of Lower School before re-admittance to the school.

### ***Role of Parents in Citizenship***

- Help your child to problem solve.
- If your child reports an unsettling experience that occurred during their school day:

- Remind yourself that the information your child has given may be a small part of a bigger story and processed through your child’s lens only.
- Help broaden your child's perspective and problem-solve.
- Ask questions such as:
  - “What happened?”
  - “What were you thinking at the time?”
  - "What have you thought about since?"
  - "Who has been affected by what happened?"
  - “What do you think you need to do to make things right?”
  - "Who can help you at school?"
  - "What do you think you will do next time?"

### ***Successful Parent-Teacher Communication***

In order to help children learn from their mistakes, it is essential that parents, teachers and the school work as a team. On Back-to-School Night, your child’s teacher will share with you any preferred method(s) of communication.

As a general rule, email is a great tool for exchanging routine information; however, a phone call or face-to-face discussion is better for more serious matters.

We suggest the following steps:

- Contact your child's teacher to gain a broader understanding of the situation.
- Communicate the information that you have received.
- Ask the teacher for clarifying information.
- Work as a team to brainstorm solutions.
- Provide your child with tools to successfully navigate future situations.

If another parent calls you with concerns about an incident that occurred in school, avoid triangulation by encouraging that parent to speak directly with the appropriate teacher or staff member. Talking with groups of parents whose children are not directly involved in the incident will more likely exacerbate a situation rather than help resolve the issue.

Please keep the school informed if there are changes at home that might affect behavior at school. Events that go on at home can have an impact on a child's ability to function at school.

## **MAJOR RULES OF THE LOWER SCHOOL**

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We believe children operate best in an environment where clear and consistent expectations and mutual respect are the norms. Rules are discussed and reinforced throughout the year. While children will make mistakes, our goal is to help students learn from them as they grow in self-awareness and self-control.

All policies and rules in the All-School Handbook also apply to Lower School students. Infractions of the Major School Rules may result in a range of consequences including dismissal from the school. Unless otherwise stated, these

rules apply to conduct at school-related events both on and off campus. They also apply to students on-line communications that negatively impact the OES community.

### ***Responsible Use of Technology***

See the All-School Policies section OES Computer Use Policy which includes policies on the following topics:

- Network Services
- Internet Access
- Online Privacy
- Computer Software Code of Ethics
- Laptops Brought From Home
- Loaned Equipment

Lower School students are encouraged to use technology responsibly and to be respectful digital citizens. Things to keep in mind while using technology:

- Be polite in communication with others.
- Use appropriate language.
- Keep last names, addresses, and phone numbers off the Internet.
- Keep passwords private.
- Report any problems with the system or security to an adult.
- Use technology time wisely.
- Immediately report access to or use of inappropriate websites to an adult.
- Use the color printers only with permission.
- Use the technology for school-related work only.
- Do not use games, social networks, or chats at school.

We also ask that parents limit the use of technology like cell phones and tablets in the affinity commons or in Extension locations, with the goal of nurturing face-to-face social interactions and deepening relationships among our students.

## **DISCIPLINE PROCESS**

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OES expects that students and adults take seriously their commitment to the values of honesty, safety, and respect, and work to be self-disciplined, as well as accountable when in violation of the community agreements norms. Should students stumble in their efforts to meet these ideals, the Lower School rules and procedures are intended to, whenever possible, restore an individual to good standing in the community while maintaining the integrity of our values. OES reserves the right to make changes and modifications to these guidelines as necessary.

Discipline in the Lower School is intended to be educational and skill-building. We define discipline as teaching and consequence as “that which happens after;” consequences are frequently planned actions to resolve a problem or to make amends. Students are involved in the process of repairing harm. In deciding upon an appropriate consequence the classroom teacher, Assistant Heads of Lower School and the Head of Lower School will take into account such factors as the age of the child, intent, frequency and/or severity of misbehavior, and the child's willingness to accept responsibility for such behavior.

### ***Possible Consequences***

- Teaching a strategy the child is not yet applying;
- Action to make amends or repair harm;
- Time out in the classroom;
- Drawing a picture for a friend;
- Face-to-face apology;
- Letter of apology;
- Letter to parents written by student;
- Phone call or email to parents or parent conference;
- Loss of privileges (e.g., part or all of recess or choice time, missing field trip, computer);
- Time out and restitution;
- Conflict resolution reflection essay or letter;
- Conversation with Assistant Heads of Lower School or Head of Lower School;
- Behavioral contract;
- In-school suspension; mid-day or full-day at-home suspension;
- Post suspension: re-entry meeting with parents, Head and Assistant Head of Lower School;
- Letter to parents from Head of Lower School;
- Non-renewal of contract;
- Expulsion; and
- Other options as deemed appropriate.

If you have questions about this policy, please contact the Head of Lower School.

## **HEALTH AND SAFETY**

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### ***Emergency Forms***

The School requires every family to maintain current Emergency Information via the [Parent Portal](#). The form indicates relatives and friends to be notified and other important information in case of emergency. If any of the names or phone numbers of emergency contacts change during the year, please update this information through the [Parent Portal](#) immediately. For information about student physicals and immunizations, please see the All-School Handbook.

### ***Medication at School***

When children need to take **over-the-counter** medicine at school, we will administer it, so long as we have the physician's current orders and the parents' written instructions. Bring the medicine in the original container with the label attached. Complete the form available in the Lower School Office or on the OES website. We need the generic name of the medicine, dosage, time to be given each day, and dates to be administered. Do not send medicine to school for your child to keep and self-administer.

When your child requires a **prescription** medication to be given at school, it should be brought to the school office in the original pharmacy container. The pharmacy label provides the written health care provider's instructions (as required by Oregon law). As the parent, you will need to complete the OES form that provides the faculty and staff with information needed to safely assist your child and gives them permission to do so. This form is available in the Lower School Office or on the OES website.

For the protection of all students, students may not carry or self-administer their own medications. Exceptions may be considered for students who require immediate access to asthma or anaphylaxis medications. Please contact the school nurse if there are concerns regarding this policy.

### ***Illness or Injury***

We will call you if your child becomes ill or injured during the school day and is unable to participate in classroom activities. Our office staff and the school nurse will provide tender care until you are able to make arrangements to pick up your child. The Lower School Office, however, does not have the space or equipment to provide long-term care for sick children. Parents are encouraged to have options available if their child requires care at home during the school day.

Determining whether a child is well enough to participate in the school day is sometimes a difficult decision for a parent to make. Obvious signs of illness and or communicability that indicate the child should remain home are: fever above 100°, vomiting, diarrhea, some rashes and skin infections, red and/or swollen eye(s) or an eye with discharge, severe sore throat, active coughing, sneezing, and nasal drainage, or evidence of head lice, scabies, or ringworm. When these obvious signs are not evident, careful evaluation and judgment are required. The following guidelines may give assistance in making decisions regarding school attendance:

- Is the child well enough to benefit from and participate in all classroom activities?
- Is the child actively contagious to others?

- Would the child recuperate more quickly if kept at home for the day?
- Would the child's symptoms be a distraction to others in the classroom?
- If the child has had a fever, has the temperature been in the normal range for at least 24 hours without fever reducing medication?

### **Emergency First Aid**

When students are injured during school hours and on campus, they are usually brought to the Lower School Office for simple first aid treatment. Health and emergency information on file is consulted before any treatment is given. If the injury is more serious than Lower School Office personnel are qualified to handle, the school nurse is called. She will treat the child or provide advice as to further action. If the injured person is moved to a hospital, and a parent or their designee is not available, a school representative will accompany the child. With the exception of minor cases, the parent or guardian will be notified of treatment.

### **Recess**

Sometimes children bring notes from home asking for them to stay in at recess. Although on rare occasions a child may need to stay inside (for example, a child who is just back to school after a long illness or surgery), we ask all children to go out at recess for fresh air and exercise. If a child is too ill with a cold or sore throat to bundle up and be outside for 20 to 30 minutes, then that child should probably be at home. If the weather is too miserable for anyone to be out, then appropriate activities will be conducted indoors.

## **COMMUNITY INFORMATION**

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### **Lower School Hours**

The Lower School is open from 7:30 a.m. to 4:00 p.m. and Extension is open until 6:00 p.m. each school day.

Lower School Office Opens	7:30 a.m.
Early arrivals	7:30 a.m.
Buses arrive	7:45–7:50 a.m.
Bell	7:50 a.m.
School begins	7:50 a.m.
Pre-Kindergarten: half-day	7:50 a.m.–12:30 p.m.
Pre-Kindergarten: full day	7:50 a.m.–2:55 p.m.
K, Primary, Grades 1–5	7:50 a.m.–2:55 p.m.
Extension: (Pre-K– Grade 5)	2:55–6:00 p.m.
Buses leave	3:10 p.m.
Lower School Office Closes	4:00 p.m.



Children should not be left on campus before 7:30 a.m. as there is no one on duty to supervise them. If you arrive early, you must wait with your child until supervision begins.

Students in Grades 1–5 who arrive between 7:30 and 7:50 a.m. should go to the playground or the Gym, while Pre-K and Primary age children may gather in the commons outside their classroom. Teachers and teaching assistants supervise these areas. Doors lock automatically at 8:00 a.m. with the exception of the main entrance.

If you arrive after 8:00 a.m. (8:10 for Pre-K, Kindergarten, and Primary), you must sign your child in at the Lower School Office and escort your child to the classroom.

## **Attendance**

See All-School Policies section on Attendance Policy which includes policies on the following sections:

- Attendance Philosophy
- Planned Student Absences
- Emergency/ Health-Related Absences
- Unexcused Absences
- Vacations

Regular school attendance in Lower School is required. It is important that students arrive on time and that they do not miss school unless they are ill or injured.

Students who are tardy feel rushed and frequently are not ready to settle down to work. Students need to be in their classrooms and ready to work by 7:55 a.m. (8:10 for Pre-K, Kindergarten, and Primary). A record of absences and tardiness is a part of each student's file.

Parents are asked to use the [Lower School Student Absence and Plan Change](#) form by 8:00 a.m. on the day their child is absent or tardy. We ask that for extended absences, you send a note to your child's teacher along with completing the form.

## **Medical and Dental Absences**

We ask your help with non-medical, non-emergency absences. Excused absences, of course, are granted for illness or other emergencies. In these cases, students will be allowed time to make up work and the faculty will offer help, although it must be recognized that it is impossible to reconstruct the classroom learning environment once it has been missed.

Children being picked up in the middle of the school day for a doctor's appointment or illness will not be allowed to wait unsupervised on the walkway. The parent will need to check the child out in the Lower School Office and then pick the child up from the classroom.

Both the teacher and the Lower School Office staff need to know in advance of any such change in the regular routine. Identification may be required if a child is being released to someone unfamiliar to us. This is a precaution we need to enforce for safety reasons.

## ***“Elective” Absences***

Elective absences are not condoned by the School. We do, however, recognize that there are situations when the educational benefit of the absence is significant. In these cases, please approach the school well in advance of the absence so that special assignments can be made. If the trip is not considered educationally valuable, we will not ask teachers to prepare assignments in advance. The homework will be available to students upon their return, and it will be the student's responsibility to make up any course requirements. If extra tutoring is required to bring the student to current status with the class, it will be the responsibility of the family to arrange for and provide the service.

As you schedule family trips and other excursions, we greatly appreciate your cooperation in not scheduling absences for your children during the school year. In an effort to help families plan vacations, we post the school year calendar well in advance. Please remember to avoid early departures and late returns from the school's vacation schedule as well.

## ***After-School Plans***

Be sure to let the Lower School Office know of any changes in regular after school plans for your child (including birthday parties, playdates with friends, etc.) We must be informed by the [Lower School Student Absence and Plan Change](#) form when bus or carpool changes are made or when someone different is picking up your child. Lower School staff will not let your child alter his or her customary after school plans without written or verbal permission from you. Please do not ask your child to convey the message verbally.

Use the [Lower School Student Absence and Plan Change](#) form in the Parent Portal to report any changes in your child's after school plan. After 2:00 p.m., call the Lower School Office directly at 503-768-3143. Without direct instructions from you, we will send children home by the usual means or retain them in the Lower School Office until we can contact you.

Students who are not picked up by 3:05 p.m. will be checked into Extension. If you are detained and pick up your child after 3:15 p.m., there is a fee for Extension. We appreciate everyone being on time.

For safety reasons, students may not roam the campus unsupervised. If they must wait for a special lesson or activity, they should be registered in the Extension Program or be accompanied by a parent.

## ***Bus Riders***

Students who ride the bus may have parent permission to listen to music or books on electronic devices with earphones. These devices, in addition to cell phones, must be kept in backpacks during the school day. Students are reminded that these devices may be taken out of their backpacks only once they are safely seated the bus.

## ***Classroom Assignment***

Assigning students to classes is an important job for any faculty. Getting the right mix of children means that many factors must be considered. At OES, where we have more than one self-contained classroom at each grade level, we try to maintain heterogeneous classes that have a balance of students. We consider both individual and collective needs and want to promote good relationships among the children. We have confidence in all our teachers and think that most children will do well with any of them.

Grade level teachers meet in May or June to group returning students and assign them to classes. These assignments are reviewed in August as summer enrollments are added. Parents are informed of their child's classroom assignment via an August mailing that contains information about the opening of school.

There are times when we are genuinely unaware of information from home that should be considered in class placements. Parents who have information they think would be useful should make an appointment with the Head of Lower School. Parental input is weighed along with such factors as academic ability, classroom deportment, and maturity. After weighing all available information, it is the school's role to make the final decision.

### ***Student Evaluations and Conferences***

The goals of our evaluation system are to improve instruction, train students to assess their own progress and products, and inform parents of their child's progress. We use a variety of methods, depending on the child, the content or skill being assessed, and the purpose of the assessment. We assess mastery of knowledge, reasoning, skills, and projects. We strive to define our expectations clearly and appropriately so that students know what they must do to show competence in a given area. We also strive to provide feedback to students that is useful and helps them learn how to learn. Students who learn confidently and competently to evaluate their own work usually become better performers as well.

Evaluation in the Beginning Years is based primarily on teacher observation and work samples, including a writing portfolio with evidence of beginning student self-reflection. Progress reports are coupled in the winter with parent-teacher conferences. Evaluation also helps inform parents of their child's progress.

First Grade report cards include developmental continuums for reading, writing, and spelling. Other subject areas, such as social studies, science, and social and emotional growth are included on a checklist of expected behaviors. Special subject teachers include a brief narrative describing their course of study and the child's response, and the classroom teacher also includes comments that address issues of attitude and effort. Two parent-teacher conferences are scheduled, in fall and winter, and report cards are sent home twice a year, in February and June.

Report cards for Second through Fifth Grade students include reading and writing continuums, a checklist of skills and a narrative portion. The narrative addresses individual strengths, accomplishments, and challenges. Two parent-teacher conferences are scheduled in fall and winter, and report cards are sent home twice a year in February and June. Additional individual conferences may be scheduled by teachers or parents upon request.

## **Student Records**

The school maintains progress reports on all students. These include such information as records from previous schools, report cards, attendance, standardized test results, health records, and correspondence. Student records are used by the faculty and are open to inspection by the student's parents upon request. No one else has access to them without the consent of the administration, parents, or both, or as otherwise may be legally required.

## **HOMEWORK**

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### ***Parent's Role in Homework***

We expect that parents will help establish good homework routines. Parents can review homework with their children to get a better understanding of concepts and conversations happening in classrooms. Homework and other assignments should reflect the child's understanding and work. If children receive too much support, the resulting work does not reflect what the student is capable of doing independently. Teachers use homework as a tool to assess a student's understanding and to adjust instruction to meet the child's needs.

Homework is assigned to reinforce the study habits and concepts taught at school. It not only gives practice in recently learned skills but also helps children learn to budget time and organize their activities. Homework is regularly assigned in Second through Fifth Grades; younger children are, at times, given work to do at home. We want your children to become successful and independent students.

### ***Teacher's Role in Homework***

Teachers will provide guidelines regarding the amount of time students are expected to do homework. Homework is not normally given on weekends; however, extra weekend work may be assigned to students who need to catch up on their work, and there may be long-term assignments that require additional work.

## **FIELD TRIPS**

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All classes go on field trips each year in conjunction with their programs of study. Each student is required to have a signed field trip permission form on file in the Lower School Office to go on these off-campus trips. Without one, a student may not participate. Parents are always notified of upcoming field trips through written communication from the teachers.

## **UNIFORM POLICY**

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Students in Pre-Kindergarten through Fifth Grades wear the OES school uniform on all school days (unless otherwise noted; see Uniform Optional Days).

**PANTS:** Tailored pants with zipper front (navy blue or khaki only); no jeans or jeans style, no patch pockets or cargo style.

SHORTS:	Tailored walking shorts with zipper front (navy blue, khaki, or Kirk plaid only); no jeans or cargo style.
SKIRTS, SKORTS:	Dennis Uniform Kirk plaid, navy blue, or khaki. Navy or white leggings, tights, or bike shorts may be worn under skirts.
DRESS:	Dennis Uniform short-sleeved light blue or navy polo dress; OES logo required; Kirk plaid shift dress. Kirk plaid A-line jumper. (Navy and khaki jumpers are not authorized uniform dresses.)
SHIRTS:	Polo shirts in solid white, navy, light blue, or forest green; short or long sleeve polo shirts; jersey knit or pique; OES logo required.
SWEATERS:	Navy blue cardigan; OES logo required.
SWEATSHIRTS:	Solid navy blue, forest green, or light blue; OES logo required. No OES spirit wear.
FLEECE:	Navy or forest green fleece jackets; OES logo required.
SHOES:	Shoes must offer firm support and resist slipping for active play. Closed-toed, closed-heel, athletic-type shoes (e.g., tennis shoes, walking shoes, sport shoes) are required. No sandals, hee-lies, wheelies, clogs, Uggs, or blinkies, please. Boots may be worn on snow days only.
SOCKS:	Socks are required.
JEWELRY:	For safety reasons, only watches and studs for pierced ears. Please refrain from sending Lower School students to school with necklaces, drop earrings, bracelets, multiple scrunchies worn as bracelets, rings, etc.
HEADWEAR:	Hair accessories should be white, navy, forest green, or Kirk plaid. No decorative scarves, sports caps or kerchiefs.
OUTERWEAR:	Any coat or jacket may be worn for warmth outdoors.

### ***Uniform Optional Days***

Students are expected to be dressed in good taste. Clothing should be neat, clean, not torn, and appropriate to the classroom situation. Close-toed and closed-heeled shoes are to be worn at all times. We ask that students do not expose midriffs or underwear. The following items are considered inappropriate: very short skirts and shorts, shirts with language or graphics potentially offensive to a reasonable person, or thin-strapped/strapless tops.

### ***Purchase of Uniforms & Spirit Wear***

The OES School Store offers a variety of spirit wear and uniform items with the OES logo, including polo shirts, cardigans, and sweatshirts, all Kirk plaid items and fleece, and rain jackets. In addition, pants, shorts, skorts, shirts, and sweaters can be purchased from Dennis Uniform Company at 105 S.E. Hawthorne Boulevard, Portland, OR 97214 (near Water Avenue), by telephone at 503-234-7431, or on online at [www.dennisuniform.com](http://www.dennisuniform.com).

Some items may be ordered from the Lands' End School Uniforms catalog. Lands' End orders can be placed by telephone at 800-469-2222 or online at [www.landsend.com/school](http://www.landsend.com/school). Ask for the School Uniform Catalog (the OES customer number is 9000-4611-1). In order to maintain color consistency, please order khaki items only from Dennis Uniform or Lands' End.

### ***Lost & Found***

The Lower School maintains a Lost and Found. All personal belongings should be labeled with last names, as should coats, jackets, sweaters, shoes, and other articles which children may take off during the course of the day. When the lost and found pile gets too large, unmarked and unclaimed items will be sent to a local charity.

### ***Used Uniform Closet***

Used uniforms in good condition are available for purchase in the Used Uniform Room. Contact the Lower School Office to make arrangements to purchase used uniforms. If you have outgrown items to donate, please bring them to the Lower School Office.

### ***Outdoor Clothing***

It is important for children to wear clothing appropriate to weather conditions, as they will spend time outside exploring the campus during recess and traveling from building to building for special classes, chapel, and lunch. Since it is often much warmer by the end of the school day than it is in the morning, children might be happier with layers they can remove as they warm up. Please label your child's clothing.

## **WHAT NOT TO BRING TO SCHOOL**

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Students should not bring lighters, knives, or other weapons or weapon-like objects to school.

Students should not bring personal electronics such as cell phones, smart watches, or handheld electronic devices.

In general, toys from home are not allowed at school. If there is a toy which a student feels may be appropriate to bring to school, the student should ask for permission from the Head or Assistant Head of Lower School before bringing the toy to school.

Children should not bring candy or money to school, except for special events when the classroom teacher has granted permission (e.g., a book fair, party, or field trip).

Use of a cell phone is not permitted when at school or on a school trip; in special situations, exceptions may be granted by the Head of Lower School.



# Middle School

## CITIZENSHIP

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The Middle School program is committed to creating an inclusive culture of compassion and empathy, responsible risk-taking, and teaching and learning. As members of the OES and Middle School communities, we follow the OES Honor Code and Community Commitments as guiding principles for our words and actions both on and off the OES campus as representatives of OES.

### ***OES Honor Code***

Written and adopted by the Upper School Student Council in 2018, the Honor Code guides our efforts to use our power for good both at school and beyond:

“As a member of the Oregon Episcopal School community, I commit to honesty, safety, accountability, and respect for others in my academic, extracurricular, and social pursuits.”

### ***Community Commitments***

- Respect yourself, others, and the environment
- Build relationships
- Recognize the impact of your actions
- Respond constructively
- Take responsibility

OES expects that students and adults take seriously their commitment to the values of honesty, safety, and respect, and work to be self-disciplined, as well as accountable when in violation of the community norms. Should students stumble in their efforts to meet these ideals, the Middle School rules and procedures are intended to, whenever possible, restore an individual to good standing in the community while maintaining the integrity of our values. OES reserves the right to make changes and modifications to these guidelines as necessary.

## MAJOR RULES OF THE MIDDLE SCHOOL

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All policies and rules in the All-School Handbook also apply to Middle School students. Infractions of the Major School Rules may result in a range of consequences including dismissal from the school. Unless otherwise stated, these rules apply to conduct at school-related events both on and off campus. They also apply to students on-line communications that negatively impact the OES community.



## **Academic Honesty**

By placing their name on a piece of work, students assert that the work is entirely their own and that any ideas and language taken from others are properly cited. Academic honesty is the cornerstone of teaching and learning—teachers must be able to evaluate accurately how much each student has learned and how each student can improve; therefore, academic dishonesty of any kind undermines the atmosphere of trust in the classroom and compromises the school’s integrity. OES expects that each student will work to understand the complexity and importance of and commit to the highest standards of Academic honesty.

- Some violations of the expectation for academic honesty include, but are not limited to:
- Looking at another person’s quiz or exam during an assessment period.
- Asking about what is on a test that another student has already taken.
- Telling another student an answer to a problem that the student is supposed to do independently.
- Using a resource that is not permitted for an assignment or assessment—for example, a study card, notes, tutor, electronic device, or translator.
- Helping others cheat and/or encouraging others to be dishonest and irresponsible.
- Talking to another student during a test or exam or sharing information with others after the exam.

## **Plagiarism**

Academic plagiarism occurs when students use others’ words, ideas, or work without attribution. Students should bring any questions they might have about what constitutes plagiarism to their teachers. Some examples of plagiarism include, but are not limited to:

- Using text, literary or historical analysis, or factual information or ideas from another source without quotation marks or attribution.
- Using the ideas and language of other sources without appropriate citation, even when reworded.
- Representing the words or ideas of another person as their own.
- Seeking to earn credit for work and ideas that are not their own.
- Submitting a document that was the product of group effort/group thinking (e.g. a lab or Google doc) as solely their own.

If a teacher suspects that any part of a student’s work includes any form of academic dishonesty, the teacher will meet with the student to investigate further. If the teacher concludes that the student violated the commitment to academic honesty, the teacher will assign academic consequences in alignment with class expectations.

Teachers will also refer all cases of academic dishonesty to the Assistant Head, who will gather relevant information to determine the nature and extent of the incident as well as any past disciplinary incidents. Parents will be informed if a situation of plagiarism or academic dishonesty occurs.

### ***Theft and Vandalism***

Students will respect the property of individuals on and off the school campus.

Both theft and vandalism are destructive acts that undermine the community's trust and violate expectations for respect and safety. Vandalism includes defacing and/or destroying any school property or defacing and/or destroying the off-campus property of a community member.

Any student who damages school buildings or school property, including jeopardizing the security of school buildings, may be held financially responsible for the destruction. In addition, students responsible for willful destruction or damage to school or others' property will face disciplinary actions ranging from community work assignments, to probation, or dismissal.

Students should use good judgment in protecting their possessions and information by keeping and securing all personal belongings in lockers, not bringing valuables to school, and making sure that device passwords are secure and private. Out of respect for each other's privacy, students may not go into another person's locker without permission. Missing items should be reported to the student's advisor or the Assistant Head if a loss is discovered.

### ***Responsible Use of Technology***

Students are expected to use technology to support their learning and skill development by adhering to their commitment to honesty, safety, and respect when using laptops and other devices. Students can practice being responsible and ethical digital citizens by following guidelines that include but are not limited to:

- Cell phones should not be used at all in the Middle School, from 7:30 a.m. – 6 p.m. unless as directed by a teacher. Any calls home can be made with the landline phone at the Middle School office, and only communication regarding transportation is allowed on phones after school in the designated phone area. Students who violate these rules risk losing the privilege to bring a phone to campus.
- Recreational gaming and social media are not allowed during the school day or on a school owned device.
- Taking someone else's device and using it for any purposes without the owner's permission is not allowed.
- Impersonating or assuming another person's identity or under another user's account or identity is considered theft.
- Students should never post anonymously online.

- Students should not post personal sensitive information about themselves or others: ID numbers, addresses, birthdates, or other details that could enable identity theft or put people at risk.
- Any online bullying or harassing behavior should be reported to an advisor or the Assistant Head whether it occurs during school hours or outside of school.
- Always ask permission to record classes, meetings, or private conversations.
- All school-owned devices must be treated with care and respect as outlined by the Middle School Educational Tech Coordinator. School owned devices should never be left unattended. Should there be any damage or loss to the laptop or device owned by the school, the student’s family will be responsible for the cost of repair or replacement as needed. See the Middle School Laptop/Device Program Policy below for more information.

### **Sexting and Posting Sexually-Explicit Images on the Internet**

“Sexting” is sending or receiving a nude or sexually-explicit image of a person on a cell phone or other personal device. If the person in the image is under 18 years of age, it is illegal under Oregon law to send, receive, forward or keep such an image.

Posting nude or sexually-explicit images of a person on any social media platform, or otherwise distributing the image, without the consent of the person in the image—regardless of the person’s age—is also illegal.

## **MIDDLE SCHOOL LAPTOP/DEVICE PROGRAM POLICY**

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Students in grades 6-8 receive devices issued by OES. Beginning in the 2019-20 academic year, Seventh Graders will receive iPads, while 8th Graders will receive laptops. OES will handle all warranty claims and service on the laptops. Apple Computer determines if a claim is covered or not, with claims being covered if the failure occurred during normal use. Failed batteries, power supplies, hard drives, logic boards, and keyboards are covered if they fail during routine use.

If a device is accidentally dropped, lost, damaged, or stolen, the repair or replacement will not be covered by warranty. Families may be asked to contribute up to 50 percent of the repair or replacement costs (not to exceed \$500) if this occurs. If a device is deliberately harmed by a student (or damaged or lost repeatedly), a family may be asked to contribute 100 percent of the repair or replacement costs (not to exceed \$1000). The cases, which are issued with the devices, are designed to protect them from common forms of accidental damage, which should reduce the frequency and severity of these events.

The commitment to honesty, respect, and safety and the willingness to hold oneself accountable for meeting that commitment—as stated in the Honor Code—extends to online interactions; online bullying, harassment, and hazing are considered violations of a major school rule. Those who violate these policies, classroom expectations, or applicable state and federal laws are subject to loss of access to a

school-owned device, loss of network or computer use privileges, and other disciplinary actions.

See the All-School Handbook for more detailed information about the:

- Network Services Policy
- Internet Access Policy
- Online Privacy Policy
- Computer Software Code of Ethics
- Laptops Brought from Home
- Loaned Equipment Policy

## **RESTORATIVE PRACTICE AND DISCIPLINE PROCESS**

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Guided by the Honor Code and the Community Commitments, which expect commitment to principles of honesty, safety, and respect as well as accountability for individual actions and choices, OES's disciplinary process seeks to uphold the integrity of the school, to foster community responsibility for the maintenance of a safe and positive environment, and to help students develop the resilience necessary to grow and learn from mistakes.

The Middle School philosophy of discipline is based on the idea of restorative practice which seeks to educate students about appropriate behavior and provides opportunities for restitution to restore relationships. Every student and situation is unique, and we will consider the nature of the offense, the efforts made to change behavior, the responsibility taken by the student, and the honesty shown by the student. We will partner with parents to support students and communicate accordingly.

Should students fail to honor the Middle School Community Commitments, they will engage in the following steps as determined by each unique situation:

- The student will engage in a restorative conversation with any of the following people: a teacher, an advisor, the Assistant Head, or the Head of Middle School. The student will have an opportunity to reflect on the impact of their actions, consider how to repair any harm done, and plan how to change behavior in the future using the following restorative questions:
  - What happened?
  - What were you thinking at the time?
  - What have you thought about since?
  - Who has been affected by what you have done? In what way/s?
  - What do you think you need to do to make things right?
- If the infraction is more serious because it breaks a Major School Rule, or it reveals a concerning pattern of behavior, the student may be required to take time away from the community either in or out of school to process what has happened, consider how to repair harm and restore trust, and plan next steps to thoughtfully re-enter the community. As needed, the school will also create a long-term plan, with the partnership of parents, to address necessary changes in behavior.

- Depending on the nature of an infraction, it is up to the discretion of the Head of Middle School if a student will be put on probation, suspended, or dismissed.

### ***Probation***

In addition to time away from the community, a student may be placed on probation, a period of time during which a student's behavior is closely monitored as part of disciplinary action.

Should a student's actions warrant a period of probation, the term for behavioral probation will be determined by the Head of Middle School. It is a time for the student to undertake serious changes in behavior with the help of parents, faculty, the school counselor, and the advisor. If the student successfully completes the probationary period, the student will be returned to regular status. Probations should be a clear message that without a change in behavior, the student may be asked to leave OES.

If there is misbehavior during the probationary period, the student may lose school privileges including, but not limited to, the ability to participate in athletics events or field trips, or access to technology on campus.

### ***Suspension or Dismissal***

If probation is unsuccessful, if a student fails to learn from repeated violations of the Community Commitments, or if a student is involved in an infraction of a Major School Rule, the student may be suspended or dismissed at any time.

## **HEALTH AND SAFETY**

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### ***Emergency Forms***

The School requires every family to maintain current Emergency Information via the Parent Portal. The form indicates relatives and friends to be notified and other important information in case of emergency. If any of the names or phone numbers of emergency contacts change during the year, please update this information through the Parent Portal immediately.

For information about student physicals, please see the All-School Handbook.

### ***Medications at School***

Parents and students are required to provide the Middle School with a list of all medications that the student currently takes, including prescription and nonprescription medication. All prescription drugs used by a Middle School student must be registered with the school nurse and the Middle School Main Office. Unless approved by the school nurse, all prescription medications should remain at the Middle School Main Office. School policy prohibits students from self-administering any medication; exceptions may be made for emergency medications such as asthma inhalers, epinephrine auto-injectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the school nurse to develop appropriate measures. During the enrollment process, families

complete a form giving permission for approved staff to administer specific over-the-counter medications. Students who receive over-the-counter medications while at school must do so in the presence of the staff member who administers it.

Prescribed medications or additional over-the-counter medications must be in the original containers with the prescription or manufacturer's label attached.

Sharing of medication is prohibited and will be considered a violation of the school's illegal substances policy.

Students may not self-administer prescription medicines for pain, psychiatric medicines, or medications used in the treatment of learning disorders while at school. If doses are needed at school or while on an OES trip, these medications must be checked in with the OES nurse or trip leader. The OES nurse will help develop a plan for convenient administration of medicine while at school.

### ***Accidents or Illness***

In case of accident or illness, a student is seen in the Middle School Office. If the injury or illness is minor, the student is allowed to rest for a short period of time. If the student is not able to return to class after that time, he or she is seen by the nurse to determine the next appropriate intervention. If a student is too ill or injured to continue with the school day, parents will be contacted and asked to take their child home. It is important that parents are available to consult by phone and to respond to the health needs of their child in a timely manner.

If a student returns to school following an injury that will impact his or her ability to participate in regular activities in the school day, the school nurse and the Middle School office need to have a note on file from a doctor explaining the accommodations necessary for that child.

## **COMMUNITY INFORMATION**

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### ***Parent Resources***

You can find all the following parent resources either in the [Parent Portal](#) or on the OES Middle School Site:

- The [Middle School Messenger](#) comes out every other Wednesday and contains calendar information and reminders about upcoming programs and events in the Middle School.
- To figure out whom to go to for what, read [Whom to Contact in the Middle School](#).
- To learn what is being taught in your child's classes, see the [Monthly Class Updates](#).

## ***School Schedule***

The Middle School building is open from 7:30 a.m. to 6 p.m. Monday-Friday. Students may enter the building at 7:30 a.m., and Gathering begins at 8 a.m. with the exception of Thursday, when there is a late start, and classes begin at 8:45 a.m.

The school day ends at 3:05 p.m. and students can leave to catch a school bus, be picked up at carpool, walk home, meet with a teacher until 3:45 p.m., go to athletics or music practices, or check into the Extension program. Any students remaining on campus who are not with a teacher or coach must check into Extension by 3:15 p.m. Extension is open until 6:00 p.m., and students should leave campus by 6:00 p.m. unless involved in a supervised school activity.

## ***Attendance and Absences***

The Middle School Office should be telephoned at 503-768-3127 or emailed at [msattend@oes.edu](mailto:msattend@oes.edu) by 8:00 a.m. if your child will be absent from school. If the absence is not excused by 8:30 a.m., an administrative assistant will phone the parent to check on the student. Students are responsible for following up with their teachers to make up work following an absence.

Medical and dental appointments should be scheduled during vacation periods or after school hours. However, if absence from school is unavoidable, an email or phone call from parents to the Middle School Office is necessary indicating the reason for the absence, the time of departure, and the time of return. Students are asked to check in and out with the Middle School Office upon leaving and returning to school.

## ***Field Trips***

All students are required to have the Field Trip Permission Form signed by their parents and on file in the Middle School Office. This form allows participation in all field trips during school hours.

Additional permission forms will be required for after-school hours, weekend, or overnight trips, and they will be distributed as needed. OES reserves the right to deny a student's participation on any trip if the Division Head, in consultation with the school counselor and the school nurse, feels that the student is not physically or emotionally prepared to meet the challenges of the trip and/or may pose a threat to the student's own safety and/or the safety of others.

## ***Off Campus Transportation***

Students attending off-campus activities who have arrived with the school group are expected to return to OES with the group or leave with their parents. For an OES student to leave a game or school-sponsored or sanctioned activity with someone other than the student's parents, written parental permission is required.

## **Homework**

The Middle School uses the following homework policies to encourage students to do their best on their work and also create limits on the amount of work they are doing outside of school.

- During the week, approximately 20 minutes of homework will be assigned for each class period. This means that students should have approximately 1.5 hours of homework each night at the most.
- Sixth graders have no weekend homework assigned, and no assessments take place on a Monday. Students may choose to work on the weekend if they wish to have extended time to work on an individual or collaborative project, or they may use the weekend to catch up on missed work.
- Seventh and eighth graders will have weekend homework.
- Faculty will post homework on their class's Google calendar and Google Classroom, and tests and quizzes will be posted on each grade's test and quiz calendar. All homework for the week is posted by Monday morning of that week.
- Homework will not be assigned during vacation periods.
- We ask that parents join the partnership by making sure that students are not over-scheduled and that there is quality time to focus on completing assignments.
- If a student has difficulty completing homework assignments, the student should discuss the problem with the teacher immediately.
- We encourage students to be the point of contact with the teacher if they are struggling or have questions about a class.

## **Dress Guidelines**

The Middle School dress guidelines are intended to guide students and families as they transition into Middle School and adolescence. The students in grades 6-8 are developmentally at an appropriate stage in their lives to explore their identity beyond school uniforms and learn to be discerning about their clothing choices. We recognize that students are inundated with information from the media and popular culture about what they should be wearing, making decisions about dress stressful and confusing. We emphasize the importance of parents also having conversations with their children about what they are wearing to school.

Students are expected to be dressed according to the following guidelines:

- Students should always wear clothing that allows them to fully participate in class activities, e.g., being prepared to go on the high ropes course or wearing sneakers for PE.
- We ask that students do not wear clothing that exposes undergarments or areas normally covered by undergarments.



- Clothing and/or jewelry which displays images and/or language related to violence, sex, drugs, alcohol, profanity, and hate speech are forbidden.
- Shoes or sandals are to be worn at all times.

Any uncertainty about dress guidelines will be handled respectfully and privately on an individual basis. We see these conversations as an opportunity to engage with students in meaningful dialogue about what is appropriate dress in different settings.

Faculty members have the responsibility to require that students adhere to the guidelines. There may be days when students are expected to be more formally dressed. Students will be notified in advance when dress-up days will occur.

# UPPER SCHOOL

## OES HONOR CODE

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Written and adopted by the Student Council in 2018, the Honor Code is the basis for every school rule and guides our efforts to use our power for good both at school and beyond:

“As a member of the Oregon Episcopal School community, I commit to honesty, safety, accountability, and respect for others in my academic, extracurricular, and social pursuits.”

OES expects that students and adults take seriously their commitment to the values of honesty, safety, and respect, and work to be self-disciplined, as well as accountable when in violation of the community norms. Should students stumble in their efforts to meet these ideals, the Upper School rules and disciplinary procedures are intended to, whenever possible, restore an individual to good-standing in the community while maintaining the integrity of our values. OES reserves the right to make changes and modifications to these guidelines as necessary.

## CITIZENSHIP

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Creating and maintaining a safe and inclusive learning community requires that each individual take pride in being a citizen in it by respecting each other as well as the spaces, property, and buildings the school provides. As part of the commitment to The Honor Code, OES students are expected to be respectful to others at all times, including when representing OES off campus. As guests and hosts, OES students are expected to model and hold each other accountable for good judgment to their peers and other schools by engaging in behavior that demonstrates adherence to the values of the school as well as to the Major School Rules.

## MAJOR RULES OF THE UPPER SCHOOL

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All policies and rules in the All-School Handbook also apply to Upper School students. Infractions of the Major School Rules may result in a range of consequences including dismissal from the school. Unless otherwise stated, these rules apply to conduct at school-related events both on and off campus. They also apply to students on-line communications that negatively impact the OES community.

### ***Academic Honesty***

By placing their name on a piece of work, students assert that the work is entirely their own and that any ideas and language taken from others are properly cited. Academic honesty is the cornerstone of teaching and learning—teachers must be able to evaluate accurately how much each student has learned and how each student can improve; therefore, academic dishonesty of any kind undermines the

atmosphere of trust in the classroom and compromises the school's integrity. OES expects that each student will work to understand the complexity and importance of and commit to the highest standards of academic honesty.

Some violations of the expectations for academic honesty include, but are not limited to:

- Looking at another's quiz or exam during and/or before an assessment period.
- Asking about what is on a test that another student has already taken.
- Sharing answers that are expected to be found independently.
- Using a resource that is not permitted for an assignment or assessment—for example, a study card, notes, tutor, or translator.
- Helping others cheat and/or be dishonest.
- Missing class to avoid a test or assessment due date.
- Talking to another student during a test or exam or sharing information with others after the exam.
- Having any electronic device out during an exam without the express permission of a teacher.
- Submitting work assigned and assessed in one class for credit in another without clear teacher acknowledgment and approval.
- Professing to have turned in assignments that are not actually complete.
- Plagiarism.

## **Plagiarism**

Academic plagiarism occurs when students use others' words, ideas, or work without attribution, whether in writing, lab work, problem sets, visual arts or other media. Students should bring any questions they might have about what constitutes plagiarism to their teachers and/or Grade Deans. Some examples of plagiarism include, but are not limited to:

- Using text, literary or historical analysis, or factual information or ideas from another source without quotation marks or attribution.
- Using the ideas and language of other sources without appropriate citation, even when reworded.
- Representing the words or ideas of another person as their own, including academic tutors or family members.
- Seeking to earn credit for work and ideas that are not their own.
- Submitting a document that was the product of group effort/group thinking (e.g. a lab or Google doc) as solely their own.
- Obtaining and using data, ideas, or answers from other students without the consent of the teacher.
- Fabricating data.

If a teacher suspects that any part of a student's work includes any form of academic dishonesty, the teacher will meet with the student to investigate further. If the teacher, in consultation with the Director of Academics and Director of Citizenship, concludes that the student violated the commitment to academic honesty, the student will receive academic consequences consistent with assessment criteria, as well as course and department guidelines. Academic consequences will be communicated by way of an Interim. Violations of the expectation of academic honesty will be referred to the Grade Dean, who will gather relevant information from the teacher, student, and student's advisor to determine the nature and extent of the incident as well as any past disciplinary incidents, and then, in consultation with the Director of Citizenship, assign subsequent consequences, which might include referral to the Honor Council.

## **Illegal Substances**

### **Alcohol, Illicit Drugs, Marijuana, Tobacco**

It is illegal for anyone under the age of 21 to use alcohol, illicit drugs, marijuana, and tobacco and nicotine products, all of which pose serious risks to physical and mental health, and interfere with a student's ability to learn. Students may not possess, use, distribute, or sell, or be under the influence of illegal substances or alcoholic beverages during school hours or at school events. This includes vaping and Juuling. Students may not be in possession of drug paraphernalia of any kind.

Providing drugs to other people is a destructive act against the whole community and is also a serious crime. Students caught in possession of or under the influence of drugs or alcohol on or near campus or at any school event (on or off campus) will face consequences determined by their Grade Dean in consultation with the Director of Citizenship and may be referred to the Honor Council.

All student-athletes agree to and sign the [Alcohol, Nicotine, and Drug Contract](#). Any verifiable on or off-campus use of alcohol, nicotine, or other drugs by an athlete will be subject to the [Upper School disciplinary process](#) and, in addition, will result in the following consequences:

- Upon the first offense, students will be suspended from play for two contests; students are expected to participate in practice and be present at the contests.
- A second offense within a school year will result in dismissal from the team.
- A third offense could result in permanent suspension from the OES athletic program.

In keeping with the School's Jurisdiction over Out-of-School Conduct, any student whose activity violates the Honor Code, even that which takes place outside of school hours or off school property, may result in disciplinary action up to and including loss of leadership position, suspension and dismissal.

Students concerned about their own drug or alcohol abuse should seek help from the Counseling Department, the Director of Student Life, the Grade Deans, or the Director of Residential Life and Citizenship, and will receive counseling, referrals, and

helpful intervention to the extent that the school is able to provide it. The school will treat concerns brought forward by students about their own abuse of alcohol or drugs as counseling/health issues, provided that students are not already under investigation for violating the [Illegal Substances Policy](#). Students must comply with school rules regarding alcohol and drugs while receiving assistance. See [Medical Leave](#) for more details.

### **Prescription Drugs**

It is illegal to misuse or misappropriate prescription drugs. Misuse includes either taking a prescription drug or being in possession of a prescription drug that has been prescribed for a different person. Misappropriation includes acquiring drugs from any source other than a student's healthcare provider or school nurse. It also includes cases when a student provides prescription drugs to another student. Misuse can also include students taking their own prescription drug in a manner or dosage that is not intended by the prescribing physician. Students involved in the misuse or misappropriation of prescription drugs will face consequences determined by their Grade Dean in consultation with the Director of Citizenship and may be referred to the Honor Council.

### **Parent Responsibility**

OES seeks to be in partnership with families in support of responsible and safe student behavior off campus. We encourage all parents to set rules in their home that keep their children and other students safe when they visit. Parents should be aware of the potential serious harm to students' well-being as a result of alcohol or drug abuse that may occur at private parties, especially when students are unsupervised (for example, drug overdose, alcohol toxicity, and peer-to-peer sexual assault). Parents who host parties or facilitate parties at their home or elsewhere off campus where alcohol or drugs are consumed by students should expect to assume legal liability for any and all behaviors that occur. The school does not approve of such events.

### ***Bullying, Hazing, and Harassment***

As a school that is committed to creating and maintaining an inclusive community through compassion and care, OES believes that every student has the right to feel safe and respected. Bullying, hazing, and harassment of any kind—physical, verbal, visual or graphic, relational, and/or sexual harassment—will not be tolerated. Harassment is any abuse based on perceived or identified race, religion, sex, sexual orientation, gender identity and/or expression, national origin, ancestry, genetic information, age, ability, or grade in school. It includes verbal, written, or physical abuse, as well as equally damaging forms of harassment through graffiti, epithets, stereotypical remarks, or any behavior, regardless of intent, that contributes to a hostile environment in which to live and learn.

As part of the commitment to the OES Diversity Statement and to ensure an equitable learning environment for all, the verbal, written, or digital use of words that are rooted in a history of oppression (including, but not limited to, the n-word and the fa-word) are not to be used by any member of the OES community in any circumstance. Please see department guidelines for specifics on the guidelines for classroom materials and discussions.

Any incidents involving sexual or any other harassment, racial, religious, or ethnic intolerance, physical injuries or threats, and fighting will be dealt with as disciplinary matters. Furthermore, the OES community does not tolerate humiliating or potentially harmful “rites of passage” or “initiations.” These will also be dealt with as serious disciplinary matters.

OES holds students accountable if they engage in bullying, hazing, or harassment. Such behavior can come in many forms, including the following verbal, written, and online examples:

- Comments or “jokes” of a harassing or intimidating nature.
- Comments that make fun of, alienate, stereotype, or demean another based on racial, religious, gender, or sexual identity, class, sexual preference or any other identifiers, including use of the n-word.
- Verbal or online comments that demean or call attention to an individual’s body or other personal characteristics.
- Display or transmission of pictures, emails, texts or other written or visual items that are degrading to others, regardless of consent.
- Any conduct, coercion, or intimidation used as initiation into an organization or team that endangers the physical or emotional health of any student, regardless of the person’s willingness to participate.

### **Harmful Communication**

Even statements and behaviors that are not intentionally hostile or physically threatening can be harmful and as damaging as explicit aggression. Though actions and comments that hurt other students are not always overt or intentional, OES community members are expected to hold themselves and each other accountable for a negative impact on another student or group, regardless whether the negative impact was intended or not. Mistakes and times of discomfort are a part of the learning process, and when such incidents occur, the Grade Dean, in consultation with the US Coordinator for Equity and Inclusion and the Director of Citizenship, will use the Honor Code as the basis for understanding impact and restoration. Persistent incidents of this kind will be considered acts of bullying and/or harassment.

### **Responsible Use of Technology**

Students are expected to use technology to support their learning and skill development while always adhering to their commitment to honesty, safety, and respect when using laptops and other devices. Students can practice being responsible and ethical digital citizens by following these guidelines:

- Keep recreational game playing and social networking out of the classroom.
- Do not impersonate or assume another person’s identity or use another user’s account or identity. Such actions are considered theft.
- Avoid posting anonymously.

- Keep sensitive information private: ID numbers, addresses, birthdates, or other details that could enable identity theft or put you or your friends at risk.
- Report online bullying or harassing behavior to the Grade Dean.
- Ask permission and obtain consent before recording classes, meetings, or private conversations.

The commitment to honesty, respect, and safety and the willingness to hold oneself accountable for meeting that commitment—as stated in the Honor Code—extends to online interactions; online bullying, harassment, and hazing are considered violations of a major school rule. Students and adults are encouraged to review the School’s Responsible Use Agreement, which provides information about user expectations regarding email, network, and Internet compliance. Those who violate the School’s Acceptable Use Policy ([p. 22](#)), classroom expectations, or applicable state and federal laws are subject to loss of network and computer use privileges, as well as disciplinary actions, including, but not limited to, those found in [Disciplinary Actions](#) section of the Upper School Section. Violations may also result in criminal prosecution, when appropriate.

### **Sexting and Posting Sexually-Explicit Images on the Internet**

“Sexting” is sending or receiving a nude or sexually-explicit image of a person on a cell phone or other personal device. If the person in the image is under 18 years of age, it is illegal under Oregon law to send, receive, forward or keep such an image. Unlawful sexting is a violation of OES policy and may be reported to law enforcement.

Posting nude or sexually-explicit images of a person on any social media platform, or otherwise distributing the image, without the consent of the person in the image—regardless of the person’s age—is also illegal. This action is also a violation of our policy and will be reported to law enforcement.

### ***Sexual Intimacy***

The Upper School is comprised of students who may range in age from 13 to 20 and span a full range of cultures, beliefs, and values. While we recognize that romantic relationships may involve consensual sexual intimacy and that sexual curiosity during adolescence is common, OES is committed to creating a learning environment characterized by safety, trust, and respect for all. For this reason, sexual intimacy is not permitted either on campus or off campus at school-sponsored events or trips. OES offers education about sex and sexuality through the Health and Wellness program, and provides a range of counseling and advising resources, with the related goals of fostering thoughtful decision-making and encouraging students to postpone sexual activity.

If and when it occurs, sexually intimate behavior should not infringe on the privacy or rights of others, victimize a person or group, or compromise the integrity of our community. This position is informed by our commitment to our students’ well-being and right to be free of unwanted exposure to others’ sexually intimate behavior. Responses to such behavior may include, but are not limited to, faculty conversations with the students involved, communication with the students’ dorm

parent, referral to the school nurse or counselor, consultation with the Grade Dean, and parental notification.

Students should note that the age of consent in Oregon is 18 and that students under the age of 18 are unable to give consent to certain sexual activity. Some sexually intimate behaviors involving an individual under the age of 18 violate state laws, and school personnel are generally required to report such instances to state or local authorities. Engaging in sexual activity and sexting with a student under 18 years of age are two examples of behavior that may violate state laws. Students should review the All-School Handbook for further information.

For additional policies regarding the following, please see the All-School Handbook for further details:

- Theft and Vandalism
- Weapons
- Fire Safety

## DISCIPLINARY PROCESS

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Guided by the Honor Code, which expects commitment to principles of honesty, safety, and respect as well as accountability for individual actions and choices, the Upper School disciplinary process seeks to uphold the integrity of the School, to foster community responsibility for the maintenance of a safe and positive environment, to help students develop the resilience necessary to grow and learn from mistakes, and to be restorative whenever possible.

Our community expects that members are committed to the growth of self and others and that every individual is working to make positive choices that show respect for others and contribute to an environment of trust and inclusivity. The processes that follow violations of the community rules rely on the understanding that being a part of OES requires personal accountability in the goal of creating a school where every member can assume mutual respect, safety, and trust.

Violations of community expectations and/or the Honor Code will be reported to Grade Deans, who initiate the disciplinary process with the Director of Citizenship. In issuing consequences, OES strives to balance fairness and consistency with a recognition of the individual circumstances and the nature of the infraction.

### ***Restorative Actions***

#### **Timeback**

Respect in the OES community includes being responsible for obligations and community expectations during the academic school day, which necessitates being present for all classes and other required community events, including Chapel and Gathering. Therefore, when students are unexcused for OES programming or are disruptive or distracting during community time, they receive a Timeback which asks them to take responsibility for their actions in order to restore them to the



community. When a student is assigned a Timeback, they must write a letter of apology to the individual most directly impacted by the action for which the Timeback was assigned (likely, but not always, to the adult assigning the Timeback). The handwritten letter should respond to the following restorative questions:

- What happened that led to the Timeback?
- What can be done to make things right?
- Who did my actions impact?
- What will keep this from happening again? What support do I need?

Within two days, the student will deliver in person this letter to the intended recipient and initiate a conversation that clarifies and expands on their written reflection about how to be accountable and make amends.

Repeated Timebacks will likely result in further action, including notification to parents or guardians and/or referral to the Honor Council. Grade Deans oversee Timebacks and coordinate with advisors to ensure accountability.

### **Dean's Warning**

A Dean's Warning is issued to a student whose behavior (academic or extracurricular) demonstrates an unwillingness or inability to commit fully to the values of the Honor Code. A Dean's Warning serves as an official notification that the student's behavior must be improved and that any further such action will result in more significant consequences, including a referral to the Honor Council.

### **Suspension**

Being a part of OES's community is a choice and requires full commitment to the expectations and values that guide learning. As part of taking accountability for actions that negatively impact the community, a suspended student is not allowed to participate in the life of the school for a designated amount of time. Suspended students are responsible for adhering to course deadlines for assignments and major assessments and will not be granted extensions. Suspension is accompanied by a one-year probation status and is reportable to colleges, per the OES [College Counseling policy](#).

### **Probation**

Probation is a period of time designated by the Dean Team during which a student's behavior is closely monitored as a result of disciplinary action.

### **Dismissal**

In the event that a student's behavior demonstrates either unwillingness or inability to live within the community's expectations and to commit to the values identified by the Honor Code, a student is subject to dismissal from school. This can be following repeated incidents that have led to disciplinary action or an isolated infraction, including but not limited to violating the school's major rules. Upon dismissal, the family will be required to fulfill their contractual obligation to complete payment of the year's tuition.

## **Mandatory Drug and Alcohol Assessment**

If deemed necessary, OES may require a student to participate in a mandatory drug and alcohol assessment as a condition of remaining part of the community. The nature of this assessment will be determined by the Upper School Counselor in consultation with the Upper School Head. As always, while the school reserves the right to require such an assessment, OES seeks to partner with families in this process.

## **Honor Council**

The Honor Council, which is comprised of students elected by their peers and faculty (including a Chair), is an important collaboration that affirms OES's commitment to the Honor Code and community expectations. It is a venue through which students can reflect on and learn from their actions. The Honor Council convenes upon violations of the Honor Code and/or major school rules, including those that may lead to dismissal. The Administration may always elect to bypass the Honor Council process, such as in the rare event that law enforcement is investigating the same conduct. The goal of the Honor Council is to ensure accountability for actions that violate the Honor Code and to, whenever possible, restore the student to good standing in the community. As such, student participation in the process is necessary. In the event that a student refuses participation, restoration and/or consequences for the original action will be determined by the Upper School administration. When more than one student is involved in a violation, each student will be held individually accountable for their actions and choices.

**Pre-Honor Council:** The Grade Dean will meet with the student and their advisor and the Director of Citizenship will follow up with the parents/guardians to outline the process. The advisor will support the student in writing a Statement of Fact to be provided to the Council by noon on the day of the hearing. In addition to outlining what happened, the Statement of Fact should seek to identify any extenuating circumstances. A summary of the incident, written by the Director of Citizenship, will be shared with the Honor Council members during lunch the day of a hearing. During lunch, the Honor Council reviews both documents and asks clarifying questions of the Director of Citizenship.

**Adult Guidance and Support:** The student selects an adult, who must be a staff/faculty member and may be the student's advisor, to serve as a guide and advocate during the proceedings and help the student appreciate the process as a learning experience. In order to encourage learning and accountability for the student, parents or guardians are not present during the hearing.

**Recusal:** In cases where there is a concern about whether a member of the Honor Council can be impartial, the Chair may recuse a member or the member may self-recuse. Adult members of the Honor Council will be recused automatically in the event that their advisee comes before the Council.

**Procedure:** The Chair opens the meeting by reminding those in attendance of the confidentiality and the process. The student then tells the Council the story of what happened. The Council asks the student questions, including:

- What were you thinking at the time?
- What have you thought about since?
- Who has been impacted by your choices and how?
- How have you been impacted?
- How might you be able to make things right?
- How can you re-commit to the Honor Code?

The adult selected by the student may address the Council to add any pertinent information or perspective. The Council also invites anyone impacted to share their experience, if they so choose. After the interview, which will not exceed 75 minutes, the student offers any remaining thoughts to the Council. The student and the selected adult are excused. The Council deliberates, using these guiding questions:

- Did the student violate the Honor Code and/or a major school rule?
- If so, how can this student learn from this choice?
- What action(s) can the student take to restore a commitment to the community? How might we facilitate that restoration?
- How might the student address their impact on the community with others?

The Chair, who also documents the proceedings and writes a summary letter for the student's file, communicates recommendations to the Head of Upper School, who, in consultation with the Director of Citizenship, decides to accept or revise the recommendations. The Council will be notified in the event of a revision and may, upon request of the Head of the Upper School, reconvene to consider.

Responsibility for all final decisions lies with the Upper School Administration in consultation with the Head of School.

**Post-Honor Council:** Once determined and accepted by the Head of Upper School and Director of Citizenship, the restorative steps will be communicated to the student and their family. This will be followed by an official letter copied to the student's advisor and other relevant individuals; a copy will be retained in the student's file. Decisions are binding, and retaliation against anyone who participated in the process or decision will be considered a violation of the Honor Code.

### **Confidentiality**

The Honor Council is a volunteer, co-curricular activity of students and adults. It is not a court of law and acts to review and consider evidence and make recommendations in the name of community integrity and the Honor Code. Service on the Honor Council requires meaningful dedication and time commitment from all members. Maintaining confidentiality of all proceedings is a requirement for participating on the Honor Council; breach of this confidence may result in expulsion from the Council and possible disciplinary action.

## **Reporting to Colleges**

In the event a student's consequences include an out-of-school suspension or dismissal, OES notifies those colleges that inquire about disciplinary infractions. The school's statement will explain the nature and consequences of the incident. The student is also encouraged to work with the college counselor on a statement to colleges that includes an explanation of the situation and reflects on what was learned from the experience.

## **HEALTH AND SAFETY**

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See the Health and Wellness section of the All-School Handbook for details about medications, physicals, forms, and vaccinations.

### ***Medical Leave***

There are times when, as a result of medical or emotional challenges, full immersion in the school program is not possible. At such times, the Upper School works with students and families, to the extent possible, to accommodate a medical leave to support a student's well-being. The need for medical leave, which is granted at the discretion of the Upper School and not for indefinite periods, must be certified in writing by an appropriate practitioner. The school reserves the right, as per the enrollment contract, to insist upon a leave when a student's needs cannot adequately be met by OES, or when a student's continued enrollment may compromise the school's ability to serve other students, or when a student poses significant risk to self or others, including, but not limited to, exhibiting or threatening suicidal behavior.

### **Requirements for Medical Leave**

- The student will receive ongoing treatment by a medical professional appropriate to the student's condition.
- The family will engage in ongoing and regular communication and cooperation with the school about the student's treatment and the school's expectations during the medical leave.
- The student and family will comply with conditions that the school articulates.
- Due to the potential impact on the student as well as on the community, students on medical leave are typically not permitted to return to campus for social or cultural events.

### **Academic Expectations for Medical Leave**

If circumstances allow, students on Medical Leave may continue some academic work during their absence. However, because contact with teachers and other students in the classroom is considered an integral part of the academic experience at OES, continuing work while on leave is considered a temporary measure only. The viability of a student's continued work will be reviewed throughout the leave, and the school reserves the right to withdraw a student from any classes when, in the opinion of the school, a student is unable to maintain academic standing.

Students who miss coursework for medical reasons will receive an “Incomplete” on their transcript and will be allowed to make up the coursework at a later date, subject to a teacher/student plan. Once the coursework/class material are completed, these students will receive full credit and grades commensurate to their final performance. For a student unable to complete course material by the agreed upon date, the transcript will record a “Withdrawal Passing/Failing” designation or, in some cases, the student will be required to repeat or make up credits for a semester or year-long course.

### **Return to School**

In order for students on medical leave to return to school, families need to provide documentation from the current practitioner certifying the student's ability to return to school prior to returning to campus. In addition, families must sign a Release of Information in order to ensure communication between the outside physician or psychological consultant and the school. The communication will assist the school in making decisions that affect the student's return. The school reserves the right to send the student to an appropriate provider of its choice for a second opinion certifying the student's ability to return to school. Students and families must also establish and agree to a safety plan designed by the Counselor and/or School Nurse.

### **Concussion Protocol**

A concussion is a traumatic injury to the brain that results in a temporary loss of normal function and manifests in symptoms such as fogginess, fatigue, or memory issues. OES follows standard OSAA protocols developed with information from Oregon School Activities Association (OSAA), Center on Brain Injury Research and Training (CBIRT), and the Center for Disease Control and Prevention (CDC) to educate school personnel, parents, and students about appropriate concussion management. This [OES protocol](#) outlines school policy as it pertains to a return to academic learning as well as return-to-physical activity following a concussion. All athletic department staff and coaches are required to complete yearly training of procedures for managing sports-related concussions. Oregon law also mandates that student athletes who exhibit signs, symptoms or behaviors consistent with a concussion, or have been diagnosed with a concussion not participate in any athletic event or training until medical release is obtained.

### **Medical Separations**

A medical separation is reserved for students who, for reasons of serious injury or illness, cannot meet the requirements of the School, with or without an accommodation. Conditions that might warrant medical separations include but are not limited to: incapacitating physical or emotional illness or injury; serious drug or alcohol problems; or any medical condition requiring more treatment, support, supervision, and care than the school can provide. Following a medical separation, the student is welcome to apply for re-admission to OES.

Dorm students and families should refer to the Residential Life Section for additional details about our Medical Leave Policy.

## **Residence Requirement**

While enrolled at OES, students must reside with parents or legal guardians or be a part of the Residential Program.

## **SOCIAL MEDIA EXPECTATIONS**

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Social media platforms like Instagram, Twitter, Snapchat, Tumblr, and others offer vehicles through which student and adults can connect and share information as well as opportunities to collaborate and learn. But social media can also be a vehicle for uncertainty and even misinformation. OES asks students to use the following guidelines to develop self-control and be accountable in upholding the community commitments to honesty, respect, and safety:

### ***Use Good Judgment***

- Think about why you are posting before doing so—What is your intent? Who is your audience? What will your post say about you?
- Look for opportunities to offer recommendations that provide value to the community.
- Be kind, respectful, and compassionate to others by posting only what you own and know.
- Do not misrepresent yourself by using someone else's identity. Pretending, in any way, to be someone else online is a violation of the Honor Code and may also violate Oregon or federal law.

### ***Make Smart Choices***

- When you see something that concerns you, makes you uncomfortable, or is not respectful, say something.
- Don't be an Internet "troll."
- Don't post or pass along mass email forwards and urban legends (funny stories, videos, non-school photos, and other "SPAM").
- Remember that what you post will be viewed and archived permanently online once you hit the "publish" button.
- Your commitment to the Honor Code extends to your choices online. What is inappropriate in the classroom is inappropriate online.

### ***Establish Boundaries***

- Schedule times during the day and evening when you are "device-free."
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and revealing or compromising pictures. Do not share your password with anyone.

- Do not use other people's intellectual property without their permission. Copying and pasting another's original material can infringe on their copyright. It is good practice to hyperlink to your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
- Be aware of your digital footprint. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

## COMMUNITY INFORMATION

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### ***Parking and Driving***

In addition to state and local driving regulations, student drivers must observe the following rules on campus:

- Do not exceed the maximum speed limit of 10 mph anywhere on campus.
- Always yield to pedestrian traffic.
- All vehicles must be registered with the Upper School Office.
- Display the parking decal on the back window of the registered car.
- Seniors may park only in the designated lot next to the practice field.
- Non-Senior students who have registered their vehicles may park only at SPARC.
- Student drivers may not drive behind the Middle School except after 6 p.m. and on weekends.
- Student drivers may never drive through the access road between the dorms for any reason.
- To minimize traffic in the residential Montclair neighborhood, drivers should use alternative routes, such as Scholls Ferry Road and/or Garden Home.
- Dorm students may not bring motor vehicles to school or maintain motor vehicles in the local area while they are residing in the dorms. Dorm students may not drive motor vehicles at any time except in the company of their parent or legal guardian.

Rule violations should be reported immediately to the Director of Student Life and may result in any or all of the following consequences: warning, parental notification, Timeback, suspension of campus driving privileges, or referral to the Honor Council.

### ***What's Open When***

- Academic buildings are open to students starting at 7:30 a.m.
- The Dining Hall is open to all students beginning at 7 a.m. Day students can purchase breakfast or dinner (by reservation) at an additional cost. Prices and details can be found on the [Bon Appetit page](#) of the OES website.
- On school days, there is no supervision of day students after 3:45 p.m., except in the Upper School Library (which closes at 5:00 p.m.) and in the Dorms, when the student is hosted by a dorm student.

- The Great Hall is open—but unsupervised—to students until 6:00 p.m. Day students should leave campus by 6:00 p.m. unless involved in a supervised school activity.
- After 3:10 p.m. and on weekends, students are not allowed in classrooms, unless supervised by an OES adult. Dorm faculty cannot supervise day students after 6 p.m. or on weekends unless those students are participating in the Backyard Exchange Program.
- Farris Hall Fitness Center is open to all students from 8 a.m.–5:30 p.m. See Residential Life Section for off-hours privileges for dorm students.
- SPARC is not an open facility and should not be used without explicit permission from the SPARC manager.
- The EC3 Center is open to students from 8 a.m. to 5:30 p.m.

### ***Backyard Exchange (BYE) in the Dorms***

Upper School day students are encouraged to stay overnight in the dorms for up to two weeks at no charge. Visiting students follow the daily schedule and expectations of boarding students, including attending study hall, family dinner, dorm meetings, and weekend activities. They also enjoy the privileges of dorm students, including access to OES campus facilities under the discretion and supervision of the dorm staff.

BYE is a great opportunity to experience independent and dorm living in anticipation of the college years and life beyond high school. Students or families interested in learning more about this program should contact the Assistant Director of Residential Life.

### ***Whom to Contact When***

In order to promote the development of the skill of self-advocacy, students are encouraged to directly communicate questions and concerns to their teachers, counselor, advisor, dorm parent, and/or Grade Dean. If there is a concern in a particular class, whether about homework, grades or progress, it is best that the student meet with the teacher first, as this is the primary relationship. If after this step it is determined that more support is needed, the student should consult the advisor, who might also involve the Director of Academics, the Counselor, or the Learning Support Coordinator. In the event that parents or guardians have questions or concerns of their own, the advisor and/or dorm parent is always a good starting point, followed by the Grade Dean, the Director of Academics, the Director of Student Life, the Director of Residential Life, and the Head of Upper School. For a complete list of whom to contact when, see the Upper School contacts list.

### ***Field Trips***

All students must have a signed Field Trip Permission form on file in the Upper School office. Additional permission forms are required for weekend or overnight trips and will be distributed as necessary. Student safety on all trips is the primary goal; therefore, in the event of medical, emotional, or behavioral concerns that call



into question whether the student is prepared to meet the challenges of the trip and/or may pose a threat to his/her own safety or that of others, the student will not be allowed to go on the trip.

### ***Dress Code***

The Upper School dress code reflects the spirit of respect and inclusivity we value as a learning community, and seeks to promote student well-being and individuality. Students are accountable for choosing clothing that lets them participate in all aspects of school and follows health standards. Ultimately, the responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians as long as these guidelines are followed:

- Students may not wear clothing that displays images and/or words related to violence, sex, drugs, alcohol, profanity, pornography, and hate speech.
- Shoes, tops, and bottoms must be worn at all times.
- Clothing must cover undergarments and/or areas normally covered by undergarments.
- Students must change clothes in the bathrooms or locker rooms and not in public spaces.
- Students should always follow particular dress norms for specific classes as requested by a teacher (protective eyewear in science or closed-toe shoes in the tech arts, for example).
- When in Chapel, students should remove hats or hoods, except in religious or cultural observance.

OES adults with concerns regarding students' clothing choices are expected to have discreet and respectful conversations with the student, or speak directly to a Grade Dean, Director of Student Life, or Director of Citizenship. Students are expected to comply with any OES adult's request to address a violation of the dress code; repeated and/or significant dress code violations may result in more serious consequences, including notification of parents or referral to the Honor Council.

### ***Cell Phone Usage***

Possession of and use of cell phones at school is a privilege, not a right or necessity. During class time, when students are expected to be present, responsive, and available to others, cell phones must be on silent and stored in classroom phone organizers. Use of cell phones is not permitted in Chapel or Gathering.

Students are asked to be cognizant of how their cell phone use affects others, and to recognize that direct, face-to-face communication contributes to an environment of respect, inclusivity, safety, and mutual trust. Faculty and staff may temporarily confiscate cell phones that are being used in ways that interfere with students' individual and collaborative learning or the community expectations.

## **Absences and Attendance**

Students are expected to attend all classes and school-day events. In the event of a full or partial-day absence, a parent or guardian must telephone or email the attendance coordinator by 8:30 a.m. at 503-768-3169 or [usattend@oes.edu](mailto:usattend@oes.edu). Dorm students can only be excused by the nurse or Director of Residential Life. The attendance coordinator reports all absences to faculty. If a student is not listed as excused on the day's absence roster, but is later excused by a parent or guardian, the student will be responsible for following up with the attendance coordinator and teachers in order to be allowed to make up missing work and avoid penalties for an unexcused absence. Students who are absent should contact both their advisor and their teachers directly to inquire about missed assignments, assessments, or other content for which they are responsible.

### **Arrive on Time**

Upper School classes begin promptly at 8 a.m. on all days except Thursday, when classes begin at 8:45 a.m. Arriving a few minutes early to greet friends and put away belongings is considered respectful practice, as late arrivals disrupt the learning of others. Students arriving late to school are expected to sign in with the attendance office, located in the College Counseling wing of the library. Excessive tardies may result in the need for conversation with the student's advisor, Director of Student Life, and/or Timeback.

### **Stay on Campus**

9th-11th graders may not leave campus during the school day, which ends at 3:05 p.m. unless a parent notifies the Attendance Office in advance by emailing [usattend@oes.edu](mailto:usattend@oes.edu). 9th-12th graders who leave campus must sign out in the Upper School office before leaving campus and sign back in when they return.

### **Off-Campus Privileges**

Seniors may leave the campus alone or with other seniors during school hours when they have no other obligations. All students with off-campus privileges must sign out in the Attendance Office before they leave and sign in upon their return. Students with off-campus privileges may not bring back food for students in grades 9-11. Abuse of the privilege, including leaving campus with 9th-11th graders, will result in its loss. OES does not assume responsibility for students driving other students. During Assessment Weeks, which occur at the end of each semester, 9th-11th graders may go off campus with the permission of a parent, or in the case of dorm students, the Director of Residential Life.

### **Deliveries to Campus**

Families needing to get an item to a student during the school day (8 a.m. to 3:05 p.m.) should go to the Main Office in the Upper School building. To ensure safety for all students, students are not allowed to order food to be delivered to campus at any time.

## **Planned Student Absences**

Although students are best served by being present in class during the entire duration of the term, there are situations when students may experience an extended absence from school. In circumstances when a student is unable to be present at school, students are responsible for the classwork they miss and the assignments that are due. Students who anticipate missing three or more days from school or OES programming must complete a **Request for Extended Absence** form at least one week before the proposed absence. This form details the student expectations for managing an extended absence. Approval for extended absences is granted by the Director of Academics. Students are expected to meet with all their teachers well in advance of the planned absence as well as with their advisor to create a plan for managing the workload in each class. Upon return to school, students are expected to be ready to take any assessments they might have missed.

Students who are absent more than 10 classes/semester in a single course, regardless of the reason, may be required to complete additional work in order for teachers to assess the student's understanding, support readiness to move forward with future learning, and ensure good academic standing upon the student's return to school. Extended absences may impact final grades in a course.

## **Excessive Absences**

OES students are expected to attend every class – except when they have made prior arrangements or when they have an emergency or health-related problems. As a general guideline, absences due to funerals, weddings or religious observances will be considered “excused,” when the school has been given proper notice. OES will work with a family whose student must miss a significant amount of school; however, non-health-related absences in excess of ten (10) school days that are not pre-approved by the school may warrant a full review of a student's attendance and overall academic record to determine appropriate next steps, up to and including probationary status, loss of course credit, or withholding of the re-enrollment contract for the following year. *Please see the All-School Handbook for additional attendance policy information.*

## **After-School Event Participation**

Students who have afternoon or evening commitments through OES, such as extracurricular activities, dances, or theater, must be in school all day in order to participate, unless they have a medical appointment and a note from the doctor.

## **Athletic Attendance**

The OES Athletic Program sees developing responsibility for self and others as a key component of participation. Students who choose to join an OES team are committing to attending all practices and games for the entire season and are expected to be present whenever possible, even when injured. Any anticipated absences must be communicated ahead of time to the coach.

Students must be in school all day in order to participate in practice or games. Occasionally, there may be short-term absences during the school day (e.g. doctor's appointments) which do not violate the spirit of the rule and which comply with

OSAA regulations; in such instances, students are responsible for obtaining permission from the Directors of Athletics.

### ***School Dance Expectations***

School dances, which are chaperoned by members of the faculty and administration, are opportunities for students to socialize and relax. All school rules apply, and, as is the case with all-school functions, alcohol, drugs, weapons, and illegal substances are strictly forbidden.

- Any student who comes to a dance intoxicated, is under the influence of drugs, or brings illegal drugs or alcohol to a dance, is in violation of a Major School Rule.
- Once students leave a dance, they may not return.
- OES dress code applies during dances; students who are not in compliance will be asked to change or leave the dance.
- Students who choose to attend a school dance must maintain the same level of respect toward classmates and adult chaperones that they would show at any other school function.
- Sexually explicit dance moves (e.g. “freaking” or “grinding”) is not permitted at OES dances.
- Per our Bullying, Hazing, and Harassment policy, songs played must be clean versions and students may not sing lyrics that might be perceived as slurs, including those that use words that could reasonably offend others, such as the n-word or other profanity or vulgar language.
- Guests must be registered and accompanied by the OES student who invited them. Guests must comply with the community expectations.
- Eighth graders are not permitted at OES dances, nor are guests over the age of 20.

# RESIDENTIAL LIFE

## PROGRAM INFORMATION

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### **Contact Information:**

Dorm Office Phone: 503-768-3171  
Dorm Cell Phone: 503-515-5797  
Director's Office: 503-416-9259

### **Mailing Address:**

Student's Name  
OES Dorms  
6300 SW Nicol Rd.  
Portland, Oregon 97223

### **Residential Life Administration:**

Director of Residential Life: Sarah Grenert-Funk  
Assistant Director of Residential Life: Peter Buonincontro

## OES RESIDENTIAL COMMUNITY

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### ***OES Mission***

Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

### ***Values of Our Community***

Our residential community provides a transformative educational experience in which students grow, gain a greater understanding of themselves and their responsibilities in the greater community, and develop independence. As an inclusive learning community, we support students physically, emotionally, and intellectually; foster joy in learning and living with others; and ensures that all feel safe. Therefore, we expect members of the community to:

- Open their minds and hearts to the views and experiences of others, creating space for all to belong and to thrive;
- Practice the values that nurture healthy relationships: respect, honesty, and compassion in particular;
- Risk and reflect in the pursuit of continual growth;

- and exercise responsible citizenship through local and global engagement, service, and environmental stewardship;
- Commit to high standards of scholarship and personal conduct.

Each student is required to know and comply with our expectations and rules. No one should expect to be preemptively warned to adhere to them, and an assertion of ignorance of a rule will not be accepted as an excuse for a violation of it. Rules and policies may be modified or amended during the school year. Such changes, if and when they are made, are publicized to the community.

All students have access to the dorms, restrooms, and school facilities that correspond with their gender identity and expression. Our current housing system is binary, and students are placed in female or male dorms. If you have any questions, concerns, or individual requests, please contact the Director of Residential Life.

### ***Parent Partnership***

Parents are encouraged to be active in their child's education and life at OES and to remain in communication with their child's dorm parent, other Residential Life staff, and Upper School advisors and faculty. We see ourselves as partnering to support and parent dorm students while they are in our care. Parents are also expected to be aware of OES rules, policies, and educational philosophy, and to support their child in following our expectations. If a parent has a question about a rule or needs to ask for an exception to a policy they should contact the Director of Residential Life.

Parents should contact dorm parents or administrators with questions, concerns, and/or helpful information about their child. A dorm parent is always available during non-school hours by calling the dorm cell phone (503-515-5797). During school hours, parents should contact the Director of Residential Life (503-416-9259). OES uses a professional interpretation and translation service, which can be used on short notice, as well as for planned conversations.

Parents are always welcome to provide information to or seek information from the dorm parent, dorm administrators, academic advisor, school nurse, Upper School counselor, International Student Resource Coordinator or Learning Resource Coordinator. Parents are also welcome to visit campus and can make arrangements ahead of time to meet with teachers and administrators. Finally, if a student has a complex problem to solve relating to travel, finances, special visa needs, or requires assistance from a consulate or embassy, students and parents should contact the Director or Assistant Director of Residential Life for in-town support.

## LIFE IN THE DORMS

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### **Amenities**

Rooms are supplied with a bed, mattress, desk, desk chair, window coverings, and overhead lighting. Each room has a closet, a set of shelves, and drawers. Students are advised not to bring additional furniture. Students should furnish their own bedding and pillows.

### **Room Guidelines**

Rooms should be kept reasonably clean and neat at all times, and they will be checked for cleanliness on a weekly basis. Dormitory rooms and their furnishings, except those a student brings from home, are the property of OES, and at the end of the year they should be in the condition in which they started the year.

The following guidelines apply to all dormitory room for the safety, privacy, and well-being of each student as well as the good of the community:

- All food items should be stored in sealed containers or in a refrigerator.
- Rooms should be kept unlocked whenever a student is in the room.
- Students may enter another student's room only with permission and when that student is present.
- Students may not remove or damage window coverings.
- Power strips must be surge-protected.
- Students should only use approved wall adhesive and hooks available in the dorm office.
- Empty alcoholic beverage containers and similar items may not be used to decorate rooms.
- Beds must remain in their original location at all times.
- Student decorations and poster/art content may not contain derogatory images or language.
- Pets are not permitted.

### **Fire Safety Precautions**

- Tapestries may be used if hung flush against the wall and at least 18" from the ceiling.
- Closet doors should remain closed.
- The hallways outside rooms must remain clear of all belongings, including shoes.
- Burning candles and/or incense is not permitted in dormitory rooms.
- Power strips must be surge protected.
- Fire-fighting equipment should not be played or tampered with in any way. This applies to smoke detectors as well as fire extinguishers.

### **Additional Items/Appliances**

- Allowed: Computers, one monitor (no larger than 27"), stereos, docking stations, clocks, fans, hair dryers, hair irons, electric razors, battery powered holiday light strings, mini-refrigerators\*, and radios
- Not Allowed: Electric heat lamps, halogen lamps, extension cords, extra video screens/monitors, plug-in air fresheners, cooking devices including, but not limited to, toasters, stoves, microwaves, hot plates, and fry pans.

*\*Refrigerators must be plugged directly into an outlet (not a power strip) and students will clean them out at regular intervals.*

### **Safety and Privacy**

All external dormitory doors are electronically locked and controlled. Upon arrival each student is issued and is then subsequently responsible for both a fob, which provides access to their dormitories and other buildings during approved times, and a room key. Students are expected to use their key and fob and should not give it to anyone else to use for any reason, including other dorm students. Students will be asked to show their keys and fobs to dorm parents at regular intervals, and must report lost or missing keys and fobs to dorm parents immediately.

To help protect personal property, each room has been equipped with a lockable drawer and closet. Students are required to have a lock for one or both of these spaces and should use them to keep valuables, cash, and important documents. (Note that passports and I-20s will be held in the Upper School office for safekeeping). Students should keep their doors locked when they are not in their rooms, and should not enter another student's room in their absence. OES is not responsible for items that are lost or stolen.

Theft is rare, but students should exercise common sense in deciding to bring valuables from home. Marking common items with one's name, labeling food items in the common fridges, keeping track of one's things, tending to laundry, and not leaving money visible or in obvious locations are all advisable practices. While we encourage privacy, we also value safety and community-building. As such, students are expected to keep their doors unlocked when they are present.

OES employs a security service to patrol the school grounds on nights and weekends. We are committed to maintaining a safe campus and ask that students and parents immediately report anything of concern to a dorm parent or administrator.



### ***Deliveries to Campus***

Students may not order food deliveries to campus without the express approval of the dorm parent on duty or the Director of Residential Life.

### ***Occupancy and Room Changes***

Dormitory rooms are assigned for the entire school year and are not available for use during vacations. Student may host other students for sleepovers only within certain guidelines (see Overnight Guests). Students may not stay late at the start of or return early from vacations. If a student needs a host when the dorms are closed, they should contact the Assistant Director of Residential Life.

### ***Room Inspection***

For reasons pertaining to health and fire safety, students are expected to keep their rooms clean. Dorm staff inspects the rooms weekly to check that they meet current cleanliness standards. Prior to departing for a weekend or other obligation, students must be sure their room is clean and ready for weekly room inspection. Being off campus does not excuse a student from room inspection. Failure to meet room inspection standards will result in a loss of privileges.

Rooms are also inspected at the end of the year and are expected to be cleaned and free of all belongings, trash, and recycling. Rooms that require significant cleaning may incur a cleaning charge. Damage to rooms or school-issued furniture may result in fines for repair or replacement.

### ***Room Searches***

Dorm staff may enter a student's room if there is a concern about that student's whereabouts or safety. On rare occasions, circumstances may warrant a formal search for contraband in a student's room. In most cases, dormitory faculty will conduct the search accompanied by the Director or Assistant Director of Residential Life.

### ***Study Hours***

On school nights, Sunday through Thursday, study hall occurs from 7:30 p.m. to 9:30 p.m., and once study hall begins, quiet hours are in effect until 6:00 a.m. the following morning. There are three types of study hall: Proctored in the Upper School library, In-Room, and Independent Study Hall. Parents should not contact students during Study Hours, unless their child has Independent Study Hall or in case of emergency.

## **Proctored Study Hall**

Attendance at Proctored Study Hall is required for new students and any students identified as those who will benefit from more structured work time. At any time, academic advisors, dorm parents, and parents can request that their child be in Proctored Study Hall. Students in Proctored Study Hall—both those who are required to attend and those who choose to attend—are expected to follow these guidelines:

- Students are expected to do school work.
- The library is available as early as 7:00 p.m. and stays open until 10:00 p.m.
- Students need to arrive by 7:30 p.m. (unless excused by the dorm parent on duty), stay until 9:30 p.m., and cannot return to the dorms without permission from the proctor.
- Cell phone use is not permitted and phones may be confiscated by the proctor if necessary
- Students should plan to work independently; group work is permitted in the conference room by checking in with the proctor.
- Food or drinks are not allowed in the library; water bottles are fine.
- Students who arrive late to campus from athletic events or activities should go to Proctored if they arrive before 8:30 p.m.; after 8:30 p.m., they have In-Room study hall.
- Students should clean up after themselves and be sure their spaces are in good condition before they leave.
- Repeated violations of the rules and expectations will result in disciplinary consequences.

## **In-Room Study Hall**

All returning students have nightly In-Room study hall, unless they have been assigned to Proctored for various reasons (academic concerns, parental decision, etc.).

- By 7:30 p.m., students are expected to be seated at their desks in their room with the door completely open, or at a desk in either lounge or study room.
- With permission from the dorm parent on duty, students may work in groups in the lounge or the study rooms as long as they are productive and do not disrupt others.
- Group work is not allowed in rooms during study hall.
- New 9th and 10th graders may apply for In-Room study hall in the third quarter, going into effect for the fourth quarter.
- New 11th and 12th graders may apply after the first semester, going into effect for the third quarter. The application requests consider academic standing, as well as student engagement in the community and with the residential program expectations.

## **Independent Study Hall**

11th and 12th graders who apply for and are granted independent study hall have the privilege to manage their own study time.

- They must still show responsibility in the use of their time, not be a distraction to other students, and continue to perform well academically.
- Students can be in the lounges of both dorms, but not visiting students with In-Room study hall.
- If a student's roommate has In-Room study hall, the door must remain opened.
- Co-ed visitation rules still apply.
- Students can sign out until 9:30 p.m., but cannot watch TV in the lounges and must maintain a quiet environment in their rooms and as they move around in the dorms.

Students can earn and maintain the privilege of Independent Study Hall if the student:

- Demonstrates good habits with meeting deadlines, self-advocacy, problem solving, and general academic communications
- Maintains the highest levels of academic integrity and has not violated any major school rules
- Has all tutors approved by the Learning Support Coordinator
- responds to any interim with a written action plan submitted to dorm administration
- Maintains the following GPA requirements:
  - 12th graders may apply after the first quarter; must have a 3.25 GPA
  - 11th graders may apply after the first semester; must have a 3.5 GPA

## **Early Study Hall**

Early Study Hall is offered to all students on Mondays and Wednesdays from 3:30-5:30 p.m. in the dorm study rooms and lounges. Students who wish to complete Early Study Hall on those days must check in with the proctor and the dorm parent on duty. During evening study hours, they are expected to follow quiet hours and may not sign out, except for OES related events.

On weeknights when a student has evening plans that conflict with study hours, they can request to complete early study hall from the dorm parent on duty who will approve all requests. If approved, students must proceed to the US library where early study hall is completed Tuesday and Thursday, or the Study Room or lounge Sunday, Monday and Wednesday. When students arrive at the library, they must sign-in with the proctor. Upon departure, the proctor will provide the students with an early study hall note documenting the number of minutes studied. Students

should immediately bring the note to the dorm parent on duty. If a student returns to the dorms before Study Hours are over, they should comply with all Study Hours expectations.

### ***Check-In/Curfew***

Sunday through Thursday, all students must be in their respective dorms and checked in with the dorm parent on duty by 10:30 p.m. On Friday and Saturday nights, 9th and 10th graders must be back on campus by 11:00 p.m.; 11th and 12th graders by midnight. All students must be checked in to their respective dorms by midnight.

Students are responsible for checking in with the dorm parent on duty, and once they have checked in, they may not leave their dorm building until the next morning (6:00 a.m. at the earliest, unless traveling at break times). Leaving the dorm building after check in is a serious violation of dorm rules and expectations and will result in significant consequences and loss of privileges.

### ***In Room and Lights Out***

On school nights, students are expected to be in their rooms for the night by 10:30 p.m. They should use this time to wind down, to get ready for bed, and be off technology, unless they have requested Late Lights. Seniors may leave their rooms after 10:30 to shower, use the restroom, or go to the dorm office.

In order to support students in developing good evening and sleep habits, the residential program is committed to helping students learn how to manage their technology in the evenings. From research on brain development and the impacts of screen time and sleep disruptions, we have developed a technology policy for the evenings referred to as Open and Closed Tech. All 9th graders will have Closed Tech until the beginning of the fourth quarter; new sophomores, until the beginning of the second quarter. Parents may request Closed Tech for their child at any time. Furthermore, if a student is having difficulty managing their technology, experiencing sleep issues, or failing to meet evening or morning expectations, the dorm staff may require Closed Tech for a period of time.

### **Open Tech**

Students may store cell phones, tablets, laptops, and other devices in their rooms after 10:30 p.m. (students are expected to be off tech after 10:30).

### **Closed Tech**

On school-nights, students must turn in all cell phones, tablets, laptops, and other internet connected devices to the dorm office by 10:30 p.m. Cell phones must be

powered off and will not be charged overnight by the dorm staff. Laptops and cellphones will be secured in charging station and available for pick-up by 7:00 a.m.

### **Lights Out**

In order to get the required amount of sleep doctors recommend for healthy brain development and to be prepared for the rigors of the academic day, students must have lights out and be in bed by 11:00 p.m. unless they have been granted Late Lights.

### **Late Lights**

Occasionally students may need to request Late Lights to finish short term assignments due the following day. Late Lights are usually only granted if obligations interfere with afternoon or early evening studying (athletic or performing arts events, for example). Late Lights are granted at the discretion of the dorm parent on duty, will never extend beyond midnight, are not granted more than twice in one week, and are not granted to students who missed school due to illness. Students will work in the lounge at a desk and are responsible for being in their room with lights out at the agreed-upon deadline. Late Lights are not meant for standardized testing, long term projects, or major assessments, all of which require long-term time management.

### ***Internet Access and Computer Use***

All student rooms are equipped with wireless internet. 9th graders receive laptops from OES and 10th graders may purchase a laptop through OES. Students also have access to desktop computers in the computer labs and library. The OES Information Technology department helps students with laptop set up and with maintaining network connections in the academic buildings and dorms.

Students have access to the internet in the dorms before and after the school day starting at 6:00 a.m. until 10:30 p.m. (any late-lights work will be offline). We restrict certain types of internet use through the use of web filters in the dorm and academic buildings during school hours, study hall, and on the weekends to promote student health and wellness, to discourage long hours of gaming and other screen time activities, to encourage participation in our activity program, and to encourage face to face communication and engagement.

OES uses software and web filters that restrict access to sites known to contain inappropriate material, including pornographic sites. While the school does its best to block all inappropriate sites, due to the nature of the internet, it is impossible to restrict access to all objectionable materials. Other sites accessible via the internet

may contain material that is illegal, defamatory, inaccurate, or offensive to some people.

*For more information on computer use, see the All-School and Upper School Acceptable Use Policies ([p. 22](#)).*

### **Driving, Vehicle, and Transportation Policy**

Dorm student use of a vehicle without specific permission is unacceptable. No dorm student may have a vehicle at school and any dorm student who keeps a vehicle within a 30-mile radius of the school, except at the student's home, will be considered in violation of this rule. A dorm student may drive a vehicle only when accompanied by one of that student's parents or legal guardians. No other student, except siblings, may ride in the vehicle that a dorm student is driving without specific permission from the Director of Residential Life. Students may ride in OES vehicles with OES employees, or, in rare occasions, a private vehicle of an OES employee. Students may take public transportation and taxis. Hitchhiking is not permitted under any circumstances.

#### **Open Driving**

If a parent has given permission through our Boarding Permissions form, students may ride in a private vehicle with day students, day parents, cab companies, and other non-OES adults with specific parental permission and consent. Dorm staff will use their discretion when approving sign-outs that include transportation by vehicle.

#### **Closed Driving**

Students with closed driving may only drive with their parents or legal guardians, OES employees, a licensed and insured cab or shuttle company, or an adult that has been designated by parents.

#### **Transportation and Rideshare**

Students often use public transportation and private cab companies to travel outside of the neighborhoods adjacent to campus. Students can purchase Trimet (bus, light-rail, and commuter train) passes at Fred Meyer or through the dorm office. There are several cab companies in the area that are easy to contact and use.

Transportation for medical, dental, or counseling appointments are coordinated by the school nurse. Students needing transportation for academic reasons or for personal needs may submit a ride request. While we cannot accommodate all requests, dorm parents do their best to support the needs of our students and if they cannot drive a student, they can help arrange transportation and charge the

student's account. For school-related transportation needs we often arrange rides with day families and students, OES employees, or a private taxi company.

Transportation to and from the airport, train, or bus station on designated days before and after breaks is provided free of charge. Students may be required to wait at the airport longer than usual before they depart or after they arrive to accommodate all transportation needs during these busy travel times. Students who leave early or arrive late and miss required dorm or Upper School programming will need to make and pay for their own transportation. The Assistant Director or another dorm parent can assist students in making arrangements if needed.

In accordance with state laws, only students who are 18 and older, and who have permission from their families, can use a rideshare company such as Uber or Lyft. Students found in violation of this policy will face disciplinary action and may lose off-campus privileges for a period of time.

## **Visitation and Overnight Guests**

### **Lounge Visitation**

All day students are welcome to visit with peers in dorm lounges, except after 7:30 p.m. on school nights. Day students should be hosted by a dorm student or check in with the dorm parent on duty. Non-OES guests (students, alumni, and families) are welcome to socialize in the lounges with a dorm student, but are not allowed in dorm rooms or hallways without permission from the dorm parent on duty.

*\*Students may use the lounges to study independently or in groups during study hall hours with permission from the dorm parent on duty.*

### **In-Room Visitation**

In-room visitation promotes learning, friendship, partner or group study, and community among students. All students have the privilege to visit rooms when the occupant of the room is present and during the posted hours. Day students and other visitors must sign in and out with the dorm parent on duty. Students should expect periodic visits from the dorm parent on duty. Licensing requirements do not allow non-OES student or family visitors, including alumni, over the age of 18 in dorm rooms.

Students are expected to conduct themselves according to the Upper School Honor Code and in a way that honors our commitment to creating a residential environment characterized by safety, trust, inclusivity, and respect for all. While a dorm room may feel more private than the lounges, it remains a shared space in

which community members should feel comfortable entering or walking by. It is not an appropriate space for sexually intimate behavior or behavior that makes roommates or others feel unwelcome. Additionally, during study and quiet hours, hallways must remain quiet. During visitation, the door must remain fully open and lights on regardless of relationship status of students. Students should behave in a manner that is respectful of roommates and others in the hallway. Students found misusing the privilege or in violation of the In-Room Visitation Policy may lose the privilege for a period of time and/or face disciplinary consequences.

#### In-Room Visitation Hours (for double-occupancy rooms)

Monday-Thursday 5:00 p.m. - 7:30 p.m.; 9:30 p.m. - 10:30 p.m.

Friday 5:00 p.m. - 10:30 p.m. (11:30 p.m. for seniors)

Saturday 10:00 a.m. - 10:30 p.m. (11:30 p.m. for seniors)

Sunday 10:00 a.m. - 7:30 p.m.

#### Co-ed Visitation Hours (in room and on hallways, regardless of room occupancy)

Monday-Thursday 5:00 p.m. - 7:30 p.m.

Friday 5:00 p.m. - 10:30 p.m.

Saturday 10:00 a.m. - 10:30 p.m.

Sunday 10:00 a.m. - 7:30 p.m.

### **Overnight Guests (not through Backyard Exchange)**

Students wishing to host an overnight OES day student on a weekend night may request permission from the Director of Residential Life, and the guest's parent must contact the Director to provide parental permission by 5:00 p.m. the night of the requested stay. Consistent with the roommate agreement, students who wish to host a sleepover guest must obtain their roommate's permission as well. A day student guest is expected to follow all rules of the program and the host is ultimately responsible for ensuring that they do so. The host is also expected to be attentive to their guests at all times.

Outside guest sleepovers are not permitted except under special circumstances and only with the express permission of the Director of Residential Life. No outside guests over the age of 18 are ever permitted to stay in the dorms overnight, including alumni.

*See Upper School Backyard Exchange for more details.*

### **Fire and Earthquake Safety and Drills**

To ensure maximum safety, everyone should be familiar with the evacuation procedures for their dorm building and any other facilities in which they spend



extended periods of time. Drills will be run by the Safety Team to measure timing and efficacy of evacuation. Students are expected to comply with all fire and earthquake drill instructions.

In case of fire, smoke, earthquake, or any alarm sounding in the dormitory, students should:

- Pull the fire alarm immediately if there is an active fire (as opposed to smoke from something burning in toaster or microwave).
- Leave the building quickly via the nearest available exit. Evacuation routes are posted in each dormitory. Doors to rooms should be left unlocked during evacuation. Make no attempt to save personal belongings.
- Assemble outside the building at prearranged areas so that a roll call can be taken by prefects and dorm parents.
- Dorm parents on duty and maintenance staff will check all rooms as students exit the buildings to make sure everyone is out.

## THE ACADEMIC DAY

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### **Breakfast Check-In**

In order to build healthy morning habits and routines, all students, except seniors, are required to check-in with the breakfast check-in coordinator in the dining hall by 7:30 a.m. Monday-Wednesday and Friday, and by 8:15 a.m. on Thursdays. Excessive tardiness to breakfast check in will result in a loss of privileges. Seniors who miss their first period class more than once or who are repeatedly tardy to first period will be required to attend breakfast check-in for a period of time.

### **Daily Attendance**

Students are expected to attend school unless they have been excused by the school nurse or Director of Residential Life. Parents and guardians cannot excuse a student from school without first consulting with the Director of Residential Life. *(Please see Upper School Medical Excuse policy.)* Students are expected to arrive at all required aspects of the OES Upper School and Residential Life program on time, prepared, and ready to participate as needed. Required program includes classes, athletics practices and events, co-curricular obligations, Dorm Family Dinner, Dorm Community Meeting, Study Hall, and other Upper School and All-School events. Missing Residential Life or Upper School programming may indicate the need for greater attention to a student's well-being and quality of life, and may result in disciplinary and/or academic consequences. *(Please see Upper School Attendance Policy for more details).*

### ***Access to Dorms during School Day***

Seniors who have earned dorm access privileges are allowed to access their respective dorm building during free periods and lunch. They may not allow 9th, 10th, or 11th graders or 12th graders who have lost dorm access, to enter the dorms between 8:00 a.m. and 3:05 p.m. for any reason. Anyone who does not follow these expectations will face disciplinary consequences and repeated infractions will cause all seniors to lose access to the dorms.

After October 1, 9th, 10th, and 11th graders who require access in an urgent situation may check out a fob from the main office. Students who make a habit of checking out the fob or who do not return it in a timely manner will lose that privilege. Before October 1, students need to get approval and access from either the Director of Residential Life or the school nurse.

### ***Family Dinner and Dorm Meeting***

Wednesday evenings are reserved for family dinner and the dorm community meeting. Students are required to attend both and should plan all other activities and commitments around these two weekly events. Students need to be in the dining hall and sitting with their family by 6:00 p.m. and attend the meeting that follows and lasts until approximately 7:15 p.m. Students who are repeatedly late to dinner or miss the community meeting will need to meet with their dorm parent to recommit to the program and will likely lose other privileges. Coaches and other OES faculty and staff are aware of these commitments and will allow students to leave activities early on Wednesday in order to attend family dinner.

Approximately once a month students will be asked to dress formally for Wednesday night dinner. These special evenings are typically centered on celebrating an American or international holiday, and have become important traditions in the dorms. Students should plan to bring an outfit or two that is significantly more formal than their everyday clothes. This may mean a jacket, collared shirt, dress pants, a dress or nice skirt, blouses, or formal dress that is traditional to a student's home country and/or culture. These outfits will also be appropriate for other formal events at OES, including science fairs, college interviews, and school-sponsored dances.

### ***Afternoon and Evening Attendance***

In order to encourage participation in athletics, the performing arts, other extracurricular activities OES offers—as well as outdoor activities and socializing—dorm parents strongly discourage online gaming in rooms, or watching television and movies in the lounge or on laptops in rooms on Monday-Thursday afternoons. Students should expect the dorm parent on duty to check rooms in the afternoon

and encourage students who are gaming or watching TV to engage in other activities, such as using the Fariss Hall fitness center, resting, studying, socializing with friends, playing pool or table tennis, or reading.

Regularly scheduled afternoon or evening athletic practices or events, performing arts or music events, study hall, dorm meetings, and evening jobs take precedence over all other appointments. Whenever possible, students are expected to inform dorm parents well in advance of possible conflicts and seek to avoid conflicts. Students should not schedule tutoring, test prep classes, or other appointments without consulting their dorm parent or Residential Life administration.

Evening jobs take place on Wednesday and Sunday nights and are run by the prefect on duty that week. Students are expected to participate and follow prefect or dorm parent expectations around cleaning the communal spaces. Occasionally students will be asked to perform various chores other afternoons or evenings if the facilities require attention.

## **Absences**

In order to thrive in our academic, residential, and extracurricular programs, permission to be away from school is rarely granted, and only then in accordance with rules established by the Upper School and Residential Life faculty and administration. No binding commitments or transportation arrangements should be made until the student has discussed their plans with OES. Parents should contact their child's academic advisor or dorm parent to discuss any non-school sponsored absences in advance, including college visits, family weddings, special holidays, and personal trips.

Requests to be absent from school must demonstrate that the benefits of such an absence clearly outweigh the disadvantages of being away. A detailed request must be made to the Director of Residential Life well in advance of the departure date. For details about the permission process, students should consult with the Director of Residential Life. Students with special needs or talents who anticipate prolonged or multiple absences must meet with their advisor, Class Dean, and the Director of Academics to outline a plan that serves their needs and accommodates the expectations of both the Upper School and Residential Life programs.

## **Unexcused Absences**

*For more details on Attendance and Absences, please see the Upper School Section.*

## OFF CAMPUS PERMISSIONS

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For safety reasons, students are considered off campus if they exit campus over the bridge on Nicol Road, through the SPARC gate into the Frank Estates, or past the SPARC gate onto Oleson Road. The wetlands are off limits without supervision from an OES staff member. Failure to follow these expectations will result in loss of off campus privileges and/or disciplinary action.

### ***Sign-Out***

When leaving campus, students must be accompanied by at least one other person. Seniors and fourth quarter juniors may request independent sign-out privileges.

Students who wish to leave campus must sign-out individually and in person with the dorm parent on duty before leaving campus, and provide information about their mode of transportation, destination, and return time. Students who need to request a sign-out before the end of the school day should sign out the night before or during the day with a dorm administrator. During weekday afternoons, students who do not have other obligations may sign-out for the Raleigh Hills/Garden Home neighborhoods (15-20 minute walk from campus). On weekends, students may sign-out to destinations outside of these neighborhoods, but still within the Portland Metro Area.

### ***Overnight Sign-out***

Students who have written permission from their parents may sign-out overnight with family, local guardians, and OES families on weekend nights. In order to fully transition into the boarding community, 9th graders and new students may sign-out overnight on weekends only after the first weekend in October and may take two weekends off campus in the first semester and three in the second.

Returning 10th, 11th, and 12th graders may sign-out after the second full weekend once classes begin, and take up to three weekends off campus in the first semester, and four in the second. College visits and other OES obligations do not count towards these totals.

If a parent would like to take their child out of the dorms during the school-week or for an extended period of time, they need to contact the Director of Residential Life. We have found that extended leaves from the program to stay with parents locally rarely improves performance on standardized tests, science project, assessments, or other major academic experiences. Furthermore, the distraction, disruption, and change in routine is usually detrimental.

Routine overnight requests should be made to the dorm parent on duty or a dorm administrator. Weekend requests, initiated by the student and approved by the dorm parent and/or director, must be submitted by Friday at 4:00 p.m. for the coming weekend and must contain accurate destinations, mode of transportation, and a contact phone number other than the student's cell phone. Students staying off campus overnight must have permission from their parents or guardians as well as the hosts. Hosts must call the dorm phone and speak to the dorm parent on duty before the student departs campus. Weekends begin after a student's last commitment on Friday and end by room check on Sunday (5:00 p.m.). Students who wish to miss room check and/or return after Study Hall begins on Sunday evening must obtain permission from the Director of Residential Life and have their room clean prior to departure from campus.

School-night sign-out past 9:00 p.m. or overnight sign-out is granted rarely and requires a conversation with the Director of Residential Life and special permission from parents.

### **Change of Plans**

Any change of plans during sign-out or overnight sign-out must be communicated over the phone with the dorm parent on duty. This includes change in destination, or change in departure or return times. Failure to do so will result in the loss of overnight or sign-out privileges for a period of time.

### **On-Campus Weekends**

Several weekends a year are designated as on-campus weekends during which overnight sign-outs will not be granted. These include community retreat weekends in January and June. Information about these weekends will be shared well in advance and parents should not make plans for students that will interfere with events on these weekends.

### **Leaves**

*Please see the Upper School Section for information about extended absences.*

## **DORM CLOSURES AND VACATIONS**

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The dorms are closed for opening trips, Thanksgiving, and Winter and Spring breaks. The dates and specific times for those closures can be found on the All-School Calendar on the OES website. In order to accommodate transportation needs and ensure student safety, students are required to submit travel plans well in advance of these closures. Overnight sign-out and sign-in procedures, as well as dorm closure expectations, are required during these vacations.

Parents are expected to confirm and verify student travel plans and support our policies and expectations. Our expectation is that students spend these vacations with parents, legal or local guardians, or approved adults over the age of 21. Overnight trips which place students in situations where no adult is present for supervision are strongly discouraged. In these rare cases, including college visits or other situations, parents/guardians are required to give written permission (faxed or emailed) that verifies understanding of the risks associated with such a trip. In some cases a phone call with the Director or Assistant Director of Residential Life confirming the plans will be required.

Students who cannot travel home for school-year vacations may request a local OES host family. These families are background-checked and have children actively enrolled at OES.

Students should not leave early or return late from these closures. Families are strongly encouraged to make sure all travel for vacations are within the posted dates. Transportation will not be provided for students who leave early or return late, and there will likely be academic consequences as well. Students who have excessive absences due to leaving early or returning late on long weekends or during dorm closures will need to meet with their advisor, Grade Dean, Dorm Parent, and Director of Residential Life about their commitment to the Upper School and Residential Life program. Questions about this policy should be directed to the Director of Residential Life.

## **STUDENT HEALTH AND WELLNESS**

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### ***Health Services***

In order to provide the best physical care and support for students, the school nurse is available for health assessment, education, and treatment during school days and after school. In the event that students requires further assessment or treatment, the nurse will assist in scheduling an appointment, communicating with the provider, arranging transportation, and coordinating care. The school nurse will communicate medical concerns with parents.

Parents are responsible for communicating past issues pertaining to social, emotional, mental, and physical health that might impact their experience at OES to the school nurse, counselor, and/or Director of Residential Life so that we may best support students in our care. While in our care, students should communicate directly with dorm and/or school staff about day-to-day needs and concerns that arise. If a parent anticipates sharing news that will be upsetting (death of a relative,

for example) or if they have conversations in which a student is feeling stressed or anxious, we encourage parents to reach out to a dorm staff member so we can support the student as necessary here on campus.

Outside of school hours, dorm parents will monitor and provide for student health needs in consultation with the nurse. Urgent care and emergency care are available locally and dorm parents will accompany any student requiring urgent or emergency medical care during evening and weekends. Parents will be notified once the student is receiving care.

### **How to Contact Us**

Nurse's Office Line: 503-416-9300

Nurse's Cell Phone: 503-757-7040

### ***Health Insurance***

OES participates in United Healthcare Student Resources to provide medical insurance, which is required for all boarding students. International students whose parents reside outside of the USA and who are not employed by a US employer will be automatically enrolled in United Healthcare during the OES enrollment process. Domestic students have the option to enroll or provide their own health insurance. Parents are responsible through student account billing for any costs not covered by insurance.

### ***Medication Policy***

To promote the health and safety of our students, OES requires that students and their parents follow these guidelines concerning medications. It is also essential that parents and students communicate with the school nurse about students' current health and wellbeing, as well as prior conditions that could impact their health or participation in programming while at OES.

Students may not keep medication of any kind in their rooms. All medications—either prescription or over the counter—need to be checked-in with the school nurse or dorm parent immediately upon arrival on campus.

### **Over the Counter Medication**

All over the counter medication, including vitamins and supplements, will be controlled and dispensed by adults. Students are required to pick up and take all medications in the dorm office or nurse's office, except when given special permission by the nurse.

## **Prescription and Emergency Medication**

OES policy mandates that the school nurse be notified of all prescription medications that students plan to bring to school. Furthermore, OES requires that students prescribed psychotropic medications inform the nurse of their treatment and bring their medication to the nurse's office at the beginning of each term or at initiation of treatment. The conditions these medications may be used to treat include, but are not limited to, ADD, anxiety, and depression. All psychotropic medication will be stored in a secured area of the dorm office or nurse's office.

Parents and guardians must inform the school nurse if a student is being monitored or treated, or is taking medication, for a protected chronic or serious medical condition or for ADD, ADHD, or another learning disability; or for a psychiatric condition. Parents or guardians (and students, in some cases) may need to authorize treatment providers to disclose information to the nurse and/or counselor. In addition, the nurse and counselor may determine that the disclosure of a student's medical, psychological, and psychiatric information with faculty and others is reasonably necessary and helpful to: (1) the student's health, well-being, safety, education, and full participation in the community; or (2) other student's health, well-being, safety, education, and full participation in the community; or (3) the OES community's safety and well-being. As a condition of enrollment, parents and students agree to provide all the required information and to sign any written authorizations agents of OES determine are necessary to permit OES to obtain or share health information described above.

Students will pick up their medications according to the dispensing schedule determined by the nurse and Director of Residential Life. Students are responsible for remembering to pick up daily medication and are required to take all medications in either the dorm office or nurse's office. All discontinued medications will be destroyed after 30 days. *The sharing or selling of such medications by students with other students is dangerous, illegal, and constitutes breaking a Major School Rule.*

## **Counseling Services**

The Upper School counselor is available to assist students with the variety of challenges, changes, and concerns that develop during adolescence and during school, including anxiety, depression, interpersonal conflicts, achievement conflicts, and concerns about social choices. Students and parents are encouraged to seek out a counselor regarding personal or emotional concerns with a student. The counselor provides support in cooperation with the nurse, residential faculty, Class Deans, and academic advisors.



If short-term or long-term treatment is needed, students will be referred to appropriate private licensed professionals in the community. Parents are notified if ongoing treatment or support is needed or if issues of safety arise. When students start treatment, parents and students are required to sign a consent for disclosure form so that our counselor may communicate with the outside provider in order to provide the best care for students in our program. Partnership with families and outside care providers is essential for student support in the Residential Life program; refusal to sign the disclosure form may put the student's participation in the boarding program at risk.

Psychiatric consultation is also available to students who request medication evaluations and diagnostic consultations. Students who are prescribed medication will also have occasional check-ins with the Upper School counselor.

### ***Medical Excuses***

Students too ill to attend classes during the school day will remain in the sick room for rest, observation, or treatment. Medical and sports excuses are only given for classes or sports missed due to significant illness or injury. Only the school nurse or Director of Residential Life can excuse a student from classes, athletics, or other school commitments, and retroactive medical excuses are not given. Occasionally, following an examination and determination by the nurse, students may be excused from the sick room to their room for the day; in such cases, the nurse will notify the Upper School office and the dorm faculty. Parents are not routinely contacted concerning their child's non-urgent medical care and treatment, but should feel free to be in touch with the nurse if they have any questions or need any further information.

### ***Sports Medicine and Concussion***

The Athletic Training Office, located in the Farris Hall Fitness Center, is staffed by a certified athletic trainer who is available daily for the assessment and treatment of sports-related injuries.

The Athletic Training Room is open by appointment throughout the school day and Monday-Friday from 3:05 to 5:00 p.m. The ImPACT concussion program, a computer-based neurocognitive testing program, is administered to all students and is used in the evaluation of head injuries.

### ***Policy on Sharing of Health Information***

OES recognizes that information regarding student health is highly sensitive and works to maintain appropriate confidentiality. Students need to be able to trust

treatment providers and health advisors with sensitive private information about their personal health history and behaviors.

Of equal importance, of course, is the School's obligation to provide for the student's safety, security, and well-being, as well as the safety, security, and well-being of other students and the community in general. In this light, the School must have full and accurate information about each student's health and must occasionally share a student's health information with others in the School, parents, or guardians.

### **Medical Leaves**

*The Residential Life program generally follows the Upper School Medical Leave policy; however, the Residential Life program has additional requirements in regards to medical leaves for boarding students.*

The treatment for certain medical and psychological conditions and behaviors are best handled outside the boarding school setting. Severe depression, eating disorders, suicide ideation or attempts, self-injury, and substance abuse disorders are examples of such conditions and generally require more treatment, support, supervision, and guidance than the Residential Life program can provide. In some situations, these conditions and behaviors may also create undue disruption in the community and residential life of the School. Should such a situation arise, OES reserves the right to require a medical leave of absence or a medical separation.

A voluntary or mandated medical leave of absence may be authorized by the nurse, the counselor, and/or the Director of Residential Life in consultation with the student's Class Dean and advisor to address physical or emotional illnesses that, in their judgment, cannot be adequately treated in the dorm setting. These same staff members will determine whether and under what conditions that student should return to the boarding program. Each medical leave is designed to address the needs of an individual student, and the goal of a medical leave is to enable students to return to the dorms with an increased opportunity for academic and social success. Students should take the time needed to achieve this goal.

In administering this policy, OES does not discriminate against qualified students with a disability. In particular, OES is committed to assuring that students with a disability enjoy equal access to, and an equal opportunity to participate in and benefit from, the programs and services offered by the School in compliance with federal and state nondiscrimination requirements. Accordingly, OES will reasonably accommodate students with medical and mental health conditions in accordance with applicable law and whenever appropriate will support accommodations that enable the student to remain enrolled in OES.

A medical leave is granted by OES for the management of a physical or emotional illness that:

- (a) Interferes with a student's ability to participate in the program;
- (b) Has an undue negative impact on others; and/or
- (c) Is beyond the practical limits of care that the residential life program can provide.

The decision concerning whether a student is to be placed on a medical leave shall be made by the Leave Team, which includes the Director of Residential Life, Director of Student Life, Director of Academics, and the student's Class Dean, in consultation with the Head of Upper School and Associate Head of School. The Leave Team also determines the length of the leave and what conditions must be met in order to return (e.g., relevant assessments, counseling, educational activities, etc.) as outlined below. The Leave Team works closely with the nurse and counselor, and in all such cases will actively consult with the student and, where appropriate, with the student's family for the purpose of procuring their input into the decision. Determining the expectations and structure of a medical leave, and how best to meet the needs of the student in accordance with the existing standards of the program, is an interactive process between the student, family, and the program.

### **Basis for Deciding**

The Leave Team may make its determination on the basis of:

- (a) An assessment by the nurse and/or counselor;
- (b) The student's clinical needs as assessed by an outside provider;
- (c) Careful consideration of the student's safety and well-being;
- (d) The student's possible impact on the safety and well-being of the community;
- (e) The student's capacity to participate in the residential and academic program of the School with or without accommodation;
- (f) OES's ability to provide appropriate care; and
- (g) Information received from the student and the student's family concerning the student's condition, needs, and preferences.

### **Duration**

The School will determine the duration of the medical leave and the minimum length of absence. Because every student's situation is different, the length of recommended leave will be determined individually.

### **What is Required**

During the medical leave, once a student has been placed on Medical Leave, the student and family will receive a letter outlining the expectations and requirements with respect to the medical leave. Letters are individualized and may include specific criteria, conditions, and behavioral expectations relevant to the student's needs and the reasons that informed the medical leave. In general, there are three requirements during the medical leave:

- a. The student will receive ongoing treatment by a medical professional appropriate to the student's condition;
- b. The family will engage in ongoing and regular communication and cooperation with the School about the student's treatment and the School's expectations during the medical leave;
- c. The student and family will comply with such other conditions that the School articulates in the medical leave letter.

### **Returning from a Medical Leave**

Return from a medical leave is not automatic. OES gives significant weight to documentation from the student's treatment providers regarding the student's ability to function academically and safely at school with or without accommodation. OES will exercise the right to make a final decision about a student's return to campus. The Leave Team shall determine whether and under what circumstances a student should return to School or be medically separated from the School. The Leave Team then forwards a recommendation to the Associate Head of School.

**Factors that inform the Leave Team's recommendation include:** The student's and the family's compliance with the requirements of the leave; the student's clinical needs; safety considerations; impact on the well-being of the community; the student's capacity to participate in the residential and academic program of the School with or without accommodation; and the School's ability to provide appropriate care. In order for the School to consider a request to return from a medical leave:

- a. All necessary information as specified in the medical leave letter must be forwarded to the School by the deadlines outlined in the letter;
- b. The student must demonstrate an ability to participate safely in the program of the School with or without accommodation, and the School must determine it has the ability to provide the appropriate treatment, support, and supervision required for the student to return and participate in School;
- c. The student must satisfy any condition or behavioral expectations placed on the student in connection with their return from a medical leave;
- d. Failure to comply with the foregoing requirements may result in a continuation of the student's medical leave or in a medical separation.

### **Medical Separations**

A medical separation from OES is authorized by the Head of School following a recommendation by the Leave Team. Although a medical separation involves the loss of a student's place at OES, it leaves open the possibility of application for readmission. It therefore is to be distinguished from withdrawal or dismissal. A medical separation is reserved for the student who, for reasons of illness, cannot meet the requirements of the OES Residential Life Program, with or without an accommodation. Conditions that might warrant medical separations include but are not limited to: incapacitating physical or emotional illness; serious drug or alcohol problems; or any condition requiring more treatment, support, supervision, and care than the Residential Life Program can provide.

## RESIDENTIAL LIFE EXPECTATIONS AND MAJOR RULES

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*All Major School Rules listed in the All-School Handbook and Upper School Section apply to dorm students. Dorm students and visiting day students are also expected to follow the rules, policies, and expectations relevant to the Residential Life program outlined herein, knowing also that no handbook could possibly cover all of the contingencies or all inappropriate behavior.*

The rules and policies of the Residential Life Program have been established to ensure the health and safety of all dorm students so that they may succeed in their academic, extracurricular, social, and personal endeavors. These rules are established for teenagers in a communal living setting and they may be at times more stringent than those enforced at home due to the nature of our community. Students are expected to be in compliance with the expectations and rules at all times.

### **Major Dorm Rules**

While all Residential Life policies are important, violating the following policies are a violation of Major Dorm Rules and will result in disciplinary consequences. In some cases a single violation or repeated violations may result in a student being referred to the Upper School Honor Council.

- Complying with Federal, State, and Local Laws
- Bullying, Hazing, and Harassment
- Sexual Harassment and Misconduct
- Illegal Substances
- Check-In and Curfew
- Driving, Vehicle, and Transportation Policy
- Fire and Earthquake Safety and Drills
- Sign-Out and Overnight Sign-Out
- Acceptable Use Policy ([p. 22](#))

- Sexual Intimacy

### ***Community Expectations***

When students fail to uphold the community expectations, they will have a conversation with the prefect or dorm parent who observes the situation, their dorm parent, or a dorm administrator, and depending on the severity or type of infraction, will face appropriate consequences. Repeated inability to uphold community expectations will result in increased consequences and may include conversations with the student's advisor, Grade Dean, Director of Residential Life, or Head of Upper School about the student's commitment to remaining a boarding student.

#### **Community Expectations include, but are not limited to, the following:**

- Not returning to dorms between 7:30 a.m. and 3:05 p.m. (except for seniors with that privilege)
- Staying in the dorm and in room after nightly check-in
- Following Study Hall expectations
- Keeping the door unlocked when present in room
- Turning off technology after 10:30 p.m.
- Turning off lights after 11:00 p.m. (exceptions for late lights)
- Following in-room or co-ed visitation policies
- Not using offensive or derogatory language
- Maintaining quiet hours
- Being respectful, cooperative, and honest
- Maintaining a clean room
- Completing evening job
- Protecting private or school property
- Using common language in common spaces
- Attending and being on time for breakfast check in, family dinner, and/or community meeting
- Attending dorm activities when signed up
- Attending scheduled meeting and/or appointments related to the dorms or Upper School program
- Returning on time to the group on a dorm trip, store run, or activity
- Carrying one's key and fob, and producing it when asked by dorm parent
- Using senior privileges appropriately

### ***Sexual Intimacy***

Sexual intimacy is a complicated issue in a boarding school comprised of students who may range in age from 13 to 20, and who span a full range of cultures, beliefs, and values. While we recognize that romantic relationships may involve consensual sexual intimacy and that sexual curiosity during adolescence is common, OES is

committed to creating a learning and residential environment characterized by safety, trust, and respect for all. For this reason, sexual intimacy is not permitted either on campus or off campus at school-sponsored events or trips. OES offers education about sex and sexuality through the Health and Wellness program, and provides a range of counseling and advising resources, with the related goals of fostering thoughtful decision-making and encouraging students to postpone sexual activity.

If and when it occurs, sexually intimate behavior should not infringe on the privacy or rights of others, victimize a person or group, or compromise the integrity of our community. This position is informed by our commitment to our students' well-being and right to be free of unwanted exposure to others' sexually intimate behavior. Responses to such behavior may include, but are not limited to, faculty conversations with the students involved, communication with the students' dorm parent, referral to the school nurse or counselor, consultation with the Grade Dean, and parental notification.

Students should note that the age of consent in Oregon is 18 and that students under the age of 18 are unable to give consent to certain sexual activity. Some sexually intimate behaviors involving an individual under the age of 18 violate state laws and school personnel are generally required to report such instances to state or local authorities. *Students should also review OES All-School policy pertaining to sexual harassment and misconduct.*

### ***Restorative Actions***

Violations of major dorm or school rules and repeated failure to uphold community expectations will result in referral to the Director of Residential Life who will consult with residential life staff, advisors, and Grade Deans when appropriate. OES's restorative process seeks to uphold the integrity of the school, to foster community responsibility for the maintenance of a safe and positive environment, to help students develop the resilience necessary to grow and learn from mistakes, and to restore the student to the community

Our community expects that members are each committed to the growth of self and others and that every individual is working to make positive choices that show respect for others and contribute to an environment of trust and inclusivity. The processes that follow violations of the community rules rely on the understanding that being a part of OES requires personal accountability in the goal of creating a school where every member can assume mutual respect, safety, and trust.

In issuing consequences, OES strives to balance fairness and consistency with a recognition of the individual circumstances.

## ***Disciplinary Actions***

### **Campus Restriction**

Students who have been restricted to campus may not sign-out, except on an approved dorm activity. Students may use the gym, Fariss Hall, SPARC, and other facilities, but may not access the wetlands, woods, or cross Vermont Street on Nicol Road.

### **Dorm Restriction**

Students who are dorm restricted must stay within sight of their respective dorm, are not allowed off campus at any time, and lose co-ed lounge and in-room visitation.

### **Director's Warning**

A Director's Warning is issued to students whose behavior in the dorms demonstrates an unwillingness or inability to fully commit to the values of program or The Upper School Honor Code. A Director's Warning serves as an official notification that the student's behavior must be improved and that any further such action will result in more significant consequences, including a referral to the Honor Council.

### **Probation**

Probation is a period of time designated by the dorm administration during which a student's behavior is closely monitored as a result of disciplinary action.

### **Suspension from Residence Halls**

Some violations of rules are serious enough to result in removal from the dorm community for a period of time. In these instances, the dorm administration will work with the student's family to find a suitable living arrangement with a host family or a local guardian.

### **Dismissal**

In the event that a student's behavior demonstrates either unwillingness or inability to live within the community's expectations and to commit to the values identified by Residential Life Program and The Upper School Honor Code, a student is subject to dismissal from school. This can be following repeated incidents that have led to disciplinary action or an isolated infraction, including but not limited to violating the



school's major rules. Upon dismissal, the family's contractual obligation to complete payment of the year's tuition is unaffected for the duration of the school year.

## **COMMUNITY STRUCTURES AND RESPONSIBILITIES**

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### ***Dorm Families***

Each student is assigned to a dorm family led by a dorm parent. Family groups eat dinner together on Wednesdays and often take outings together as a group. The dorm parent acts as the main point of contact with each student's family or legal guardian, family representatives, academic advisor, and teachers. We highly encourage parents to call or email dorm parents with concerns or questions. Interpretation and translation services are available as needed.

### ***Prefect Groups***

All students are assigned to a prefect group led by a junior or senior prefect. These groups meet occasionally to discuss issues of importance in the dorms, complete evening jobs together, and go on activities as a group. Students are encouraged to use their prefect as a resource, and prefects will regularly check-in with students to offer support around academic, social, or emotional concerns.

### ***Environmental Sustainability***

All community members are expected to be conscious of their use of resources and to minimize waste. Students should bring a water bottle and/or reusable cup, as well as reusable tableware if they plan on making and consuming food in the dorms. Students should consider the impact of their choices when using resources such as electricity, water, paper products, and other items. We expect all students to recycle as much as possible and have posted signs and plenty of bins to aid in this process. Students should turn off lights when they leave their room, bathroom, and shower rooms.

### ***Bicycles and Storage Shed***

The Residential Life program maintains several bikes and keeps them in a storage shed behind Rodney House. Students may sign-out a bike and helmet with the dorm parent on duty. Students may bring their own bikes to campus and store them in the shed if there is available space. Students are required to wear helmets when riding bicycles, skateboards, scooters, or other such modes of transportation. Students may access the storage shed for tools and other equipment under the supervision of a dorm parent.

## ***Evening Jobs***

Every Wednesday and Sunday evening after study hall, the Prefect on duty that week will gather their prefect group in order to clean their respective dorm building. The list of evening job expectations is posted in both buildings and the dorm parent on duty will inspect the buildings to confirm the jobs have been completed in a satisfactory manner. Failure to show up or complete evening jobs, or refusal to comply with prefect or dorm parent instructions, will result in disciplinary consequences.

## ***Grade Level Student Jobs***

All dorm students are expected to support the daily systems and general upkeep required of the dorm program and buildings. Accordingly, students are assigned jobs throughout the year based on their grade level. These will rotate throughout the year and will be posted on a Google calendar and in the office. Students are responsible for knowing when they have job duty.

*9th/10th graders* - Mail and package delivery  
*11th/12th graders* - Firewood and Shed Upkeep

## ***Roommates***

The Residential Life staff place students in rooms and with roommates that we believe best serve the needs of all students, while also considering requests made annually by returning students. As part of our emphasis on building communication and intercultural skills, we make every effort to avoid placing students of the same nationality together. Single rooms are reserved for students in leadership positions, and even then may not always be available.

Early in the year we engage roommates in a process of communicating their needs and preferences and assist students in writing roommate agreements. Living in close proximity with others naturally comes with challenges. We encourage and support students in direct communication and conflict resolution. A student should seek out their dorm parent, prefect, advisor, counselor, the Assistant Director of Residential Life, or the Director of Residential Life if they need support with a roommate challenge. Roommate changes are incredibly rare as part of life in the Residential Program is to learn skills of communal living, communication, and conflict resolution.

## **Common Space Guidelines**

### **Lounges**

The lounges are a communal space where everyone should feel comfortable socializing and relaxing. Students are responsible for cleaning up after themselves and for making sure the space is inclusive by setting a positive and welcoming tone, using common language, and inviting others to participate in games and activities. Television and video game hours and expectations are posted in both lounges.

### **Bathrooms and Shower Rooms**

The bathrooms and shower rooms are cleaned daily during the week by a professional custodian. It is the students' responsibility to keep these rooms free of personal belongings and to tidy the spaces after using them. This may include wiping the toilet seat, and/or disposing of toilet paper, paper towels, hygiene products, and other trash appropriately. Students should reasonably clean the shower stalls after use to remove hair and excess shower products in respect for whoever uses the stall afterwards.

### **Laundry Facilities**

In the interest of student health and wellness, students are expected to regularly do laundry to maintain hygiene. Bed linens should be washed, at minimum, once every two weeks. Students have access to laundry facilities in each dorm building with multiple machines that are free to operate. Students should comply with posted signs about laundry room expectations and immediately report any damages, leaks, or machine issues to the dorm parent on duty. To prevent lost, or— in the rare occasion, stolen items— students should be mindful of their laundry and return promptly to remove it from machines and the laundry room. Clothing or other belongings left for extended periods of time will be donated.

*The staff laundry room in Rodney House is not for student use at any time.*

### **Kitchenettes and Office Kitchen**

Each dorm building is equipped with a kitchenette with a sink, microwave, counter-space, and storage. Students are responsible for cleaning and maintaining the space. All small kitchen appliances, such as rice cookers and electric kettles, should be used in this space and not in rooms.

The Office Kitchen, which is equipped with a refrigerator and freezer, stovetop, oven, sink, and counter space, is available for student use under the supervision of dorm parents. Students who use the kitchen are responsible for cleaning after themselves, reporting maintenance issues to the dorm parent on duty immediately, and

requesting supplies. The dorms provides some cooking utensils and equipment for use in the office kitchen only. Prefects are responsible for overseeing the space the week they are on duty and for managing the sign-up sheet.

The use of the kitchenettes and office kitchen is a privilege. If any of the spaces are not used in accordance with posted signs, they will be closed for a period of time to students.

### **Athletic Facilities (Fariss Hall, Gym, SPARC, turf and practice fields)**

Boarding students enjoy the privilege of after-hours access to many facilities on campus. Students are expected to comply with all rules and expectations of those spaces and be trained to access them as necessary. Students may check out a fob from the dorm parent on duty in order to access locked buildings and are responsible for returning the fob in a timely manner.

Weekend and after-hours access to Fariss Hall requires special training from the Athletic Trainer. Trainings are offered several times at the beginning of the year. Students must be in groups of three or more when using weight training or cardiovascular equipment in Fariss Hall. They should also bring a cell phone, report any damages or injuries to the dorm parent on duty, turn off all lights and clean up after themselves before they leave. Students may not prop the door or allow anyone in who is not a dorm student or OES employee.

### **Academic Buildings (outside of school hours)**

If the study rooms in the dormitories are occupied, students may request to use classrooms in the language wing for academic purposes after hours and on weekends. Dorm parents will supervise use of the rooms and students are expected to respect the space and equipment, and clean up after themselves.

### **Dining Hall**

Students may access the dining hall only during posted meal times. They are expected to bus their dishes, cups, and utensils in the appropriate bins, clean their tables, and comply with all requests made by the kitchen staff. Students may not bring any dishes, cups, mugs, or utensils back to the dorms, unless they have special permission from the dorm parent on duty, and they are expected to return those to the dining hall bus bins at the next meal. Laptop use is not permitted at meals, except for breakfast when students may use them to complete school work.

### **Dorm Office**

Students are welcome in the dorm office when the dorm parent on duty is supervising the space. Students are allowed to use the kitchen only when a dorm parent is present.

## **SPECIAL PROGRAMS**

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### ***Activities***

The Residential Life Activity program is designed to create community, nurture curiosity and interest in the city of Portland and surrounding regions, and provide fun and engaging opportunities for students. At least one activity is typically offered every weekend by a dorm parent and/or students. An activity involves at least five students and uses an inclusive sign-up process. The dorms support the activity program by paying 50% of the cost of the activity for each student (up to \$25). The student's portion will be charged to their account. If tickets or charges must be paid in advance, the student will be charged if they do not attend and do not find a replacement. A variety of low- or no-cost activities are offered throughout the year.

### ***Backyard Exchange***

Upper School day students are encouraged to stay overnight in the dorms for up to two weeks at no charge. Visiting students follow the daily schedule and expectations of boarding students, including attending study hall, family dinner, dorm meetings, and weekend activities. They also enjoy the privileges of dorm students, including access to OES campus facilities under the discretion and supervision of the dorm staff. Visiting students stay with Ambassadors or Prefects in their rooms, or, in the case of 11th and 12th graders who are frequent BYE guests to Rodney House, the Ambassador Room.

### ***Student Leadership***

The Residential Life program has several formal leadership positions which allow students to support various aspects of the program, collaborate with dorm staff and administration, engage in peer leadership, and develop and practice leadership skills.

### ***Ambassador Program***

Dorm Ambassadors are student leaders who serve the OES dorms through hosting visitors, participating in admissions and Residential Life events, and being representatives of the dorms in the larger OES community. They support the Backyard Exchange Program by hosting day students, and occasionally host admissions or exchange-program visitors as well. Ambassadors maintain a welcoming, supportive atmosphere for visitors of the program. Ambassadors are

chosen for their social skills, high fluency and usage of English, solid academic performance, and strong organization and collaborative skills. Ambassadors develop leadership skills, work closely with the Dorm Ambassador Coordinator, and provide a vital service to our school and to OES's Residential Life Program.

### **Honor Council and Student Council Representatives**

Dorm students are elected through the Upper School election process to serve on the Upper School Honor Council and to seats on the Student Council's Policy and Community Boards. Dorm students are also encouraged to run as their grade level representatives and for all other positions on student council, including Student Body President.

### **Prefect Program**

Prefects are 11th and 12th graders who have applied and have been carefully selected on the basis of their demonstrated capacity to support other students, build community in their dorms, and serve as respected role models in the community. They live alongside fellow students, keep alert to their needs, and help care for them. Proctors work closely with dormitory faculty to create a safe, healthy environment for learning and growth. They are expected to promote, support, and follow all the rules and expectations of the Upper School and Residential Life Programs. In cases where a Prefect is not fulfilling expectations of the position or if they are in violation of a major school rule, they may be put on probation or lose their status as a Prefect.

Responsibilities of the Prefect position include:

- Assisting with new student welcome and orientation
- Modeling and enforcing rules
- Facilitating community and prefect group meetings
- Collaborating with dorm parents and dorm administration
- Coordinating one dorm activity a semester
- Facilitating evening jobs on Wednesday and Sunday nights
- Being on dorm duty on a rotating basis
- Being available to students and dorm parents when needed
- Assisting dorm faculty with formal dinners and events, emergency procedures, and other tasks

### **Prefect Privileges**

- Independent study hall privileges (must maintain a 3.00 GPA and no D's)
- Late lights when needed
- Up to 40 hours of on-campus service learning
- One "Prefect Day" (excused absence) a semester (planned at least 24 hours in advance)