

Knott Creek School
Parent/Student Handbook



2023-2024 School Year

WELCOME LETTER FROM THE PRINCIPAL

Dear Knott Creek Parents and Students,

Welcome to the 2023-2024 school year! I hope that each of you were able to spend quality time together and partake in some fun summer activities. For those of you who are new to us, I am Noa Martinsen the Principal of Knott Creek School. This is my 3rd year as an administrator with MESD at Knott Creek School. I am blessed for the opportunity to support our school's teams in ensuring every student has what they need to feel safe, respected, and valued, while providing high-quality, differentiated instructional services that meet the needs of all of our students.

The Knott Creek School staff are excited to welcome both returning and new students to our program for the 2023-2024 school year. At Knott Creek School, we are committed to supporting all students to achieve excellence. Every student we serve benefits from a safe and supportive learning environment where they receive personalized, creative, equitable, and cutting-edge education, health and technology services. Our mission, vision and values support a trauma-sensitive, flexible and structured learning environment that supports the whole child and encourages collaborative problem solving and a growth mindset. We ask that you join us in collaboration to work towards ensuring our vision becomes a reality! Our partnership with parents and guardians is a crucial ingredient in our journey to facilitate a student's successful transition back to their home school districts, which is always our goal for all of our students.

The Parent and Student Handbook has essential information that both parents and students need to know and understand before attending school at Knott Creek. Please take the time to review the handbook and ask any questions you may have as all students, parents and guardians are expected to follow and understand all aspects of the handbook.

The Knott Creek School community feels privileged to be a part of your child's educational journey. We thank you for your support and look forward to working with you throughout the school year!

Please let me know if you have any questions or concerns,

Best,

Noa Martinsen

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Knott Creek Administrative Staff and Related Services:

Nicole Jones	Administrative Assistant
Noa Martinsen	Principal
Jess Mullen	Vice Principal
Jonathan Scott	Special Programs Intake Coordinator
Schuyler Dinsdale	Campus Safety Monitor

Knott Creek Related Services:

Vacant	Teacher on Special Assignment
Danielle Fanelli	School Psychologist
Akane Siyufy	School Psychologist
Lynne Delorme	School Nurse
Kelly Hall	Speech Language Pathologist
Marissa Hellie	Speech Language Pathologist Assistant
Vacant	Occupational Therapist
Jess Miller	Occupational Therapist Assistant
Alexis Hennessey	Behavior Consultant
Ariel Muniz	Behavior Support Facilitator Lead

Knott Creek Teaching Staff:

Connie Clayton	Social Emotional Skills Program
Eboni Weber	Social Emotional Skills Program
Tiffany Gomez	Social Emotional Skills Program
Cordell Gibson	Social Emotional Skills Program
Emily Robb	Alternative Education
David Daniels	Behavioral Health

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Knott Creek Website:
<https://www.multnomahesd.org/knott-creek.html>

Multnomah Educational Service District Website:
www.mesd.k12.or.us

KNOTT CREEK STUDENT BEHAVIOR EXPECTATIONS & PBIS MATRIX:

Knott Creek staff and students follow the Positive Behaviors Interventions and Supports (PBIS) model. PBIS is an evidence-based framework that staff have put in place to ensure all students can learn to the best of their abilities. Our goal with PBIS is to encourage academic achievement and behavior excellence through teaching and modeling appropriate expectations in all areas of the school. We strive for success for all students in an equitable and diverse framework. Our plan focuses on building students into who they want to be under the watchful Eye of the Eagle through being respectful, responsible and ready to learn.

In addition to our PBIS program, Knott Creek staff are trained in the District approved de-escalation crisis and intervention prevention techniques, Safety-Care. If crisis circumstances require it, a student may be physically removed by staff from the class, gym or other school area to a safe in-school time-out (Calming area). When regulated and able to engage in classroom activities, the student may join their classroom or choose to engage in “quiet” learning tasks until they are ready to return.

STUDENT EXPECTATIONS/PBIS MATRIX:

Knott Creek School believes in the Positive Behavior Intervention Supports Program. Students are taught the three main school expectations of being respectful, responsible and ready to learn. Students are also taught what appropriate behaviors look like in the different areas of the school. Knott Creek has a PBIS student store within the classroom as well as a schoolwide PBIS store. Students earn points within the classroom and Eagle Bucks to use to buy items at the schoolwide store. Incentives are also set up that include special events, activities and rewards for students. The PBIS matrix is on the following page. Please review and discuss it with your child. The partnership between home and school is essential in teaching students expectations that will help them to be successful at school.

 Knott Creek Eagles PBIS Matrix	Classroom	Hallway	Bathroom	Gym	Playground	Bus
Respectful	- Inside voice/whisper - Follow adult directions - Raise hand if you need help - Use safe words and safe bodies - Hands, feet, objects to self	- Inside voice/whisper - Follow adult directions - Hands, feet, objects to self	- Give privacy and space - Wait your turn	- Voice level may vary - Use safe words and safe bodies - Include and invite others to play	- Voice level may vary - Use safe words and safe bodies -	- Inside voice/whisper - Stay in seat at all times - Use safe words and bodies - Hands, feet, objects to self
Responsible	- Follow adult	- Follow	- Flush toilet	- Use	- Use	- Follow

	directions - Be in assigned area - Complete your classroom work assigned by teacher - Ask for what you need	adult directions - Be in assigned area	- Wash Hands with soap and water - Throw away garbage - Tell an adult if there's a mess when you go into the bathroom.	equipment safely - Follow gym expectations - Follow adult directions	equipment safely - Follow gym expectations - Follow adult directions	adult directions - Raise hand if you need help - Clean up your space
Ready to Learn	- Have materials ready for class/subject - Follow classroom schedule - Expect unexpected changes	- Follow adult directions - Transition with class	- Go, flush, wash, go back to class	- Line up quietly with hands, feet, objects to self - Follow adult directions	Line up quietly with hands, feet, objects to self - Follow adult directions	- Bring your belongings with you/take them off the bus

ATTENDANCE:

Students are expected to attend school each and every day and remain at school for the specified hours. Absences will be excused only for illness, injury, appointments, or a death in the family. Our purpose for insisting on punctual, regular attendance is to help students develop habits of responsibility. In addition, regular attendance contributes to academic success. Parents are asked to contact your student's school when your student is absent, otherwise a staff member will contact you to report that your student is not in school. Parents will have 3 days after the absence to excuse it, if no contact is made after the third day it will be marked as unexcused and cannot be changed. If a student is absent more than 3 consecutive days, a note from their doctor is expected before returning to school. Consistent attendance positively impacts your child's progress and growth in all academic and social-emotional areas. The Creek Schools will work with local districts, parents and the student in the early detection of truancy. Excessive, unexcused absenteeism will result in notifying the home district and a possible 'Review of Placement' meeting.

ABSENCES DUE TO ILLNESS:

Sometimes it is difficult to know when your student is not feeling well and if it is a good idea to send him or her to school. The MESD School Health Services has established guidelines that can help you decide when to keep your student at home. They include a fever of 100 degrees or more, a new, or sudden onset rash or a rash with a fever; vomiting; diarrhea; brown, gray, tan or yellow drainage from nose, eyes or any other part of the body; unusually sleepy, lethargic or grumpy; strep throat diagnosed by a medical doctor. Please see our [website](#) for more information.

ILLNESS AT SCHOOL:

If your child becomes ill at school, we will make every effort to contact you by telephone. The school nurse will assess the student's health or nursing needs. Conditions that may lead to a request to have your child picked up and taken home may include, but are not limited to the following: fever; infected skin lesions; rashes on skin or scalp; presence of lice; severe sore throat; nausea, vomiting or diarrhea.

Occasionally a child returning to school after an illness exhibits signs that clearly indicate that contagious conditions continue or have occurred. Even after a visit to the doctor. In such an event, we will contact you and ask that you pick up your child immediately and keep them home until the contagious condition has passed. Please remember to call the Creeks school if your child is home due to illness. The phone systems record messages 24 hours a day.

EMERGENCY SCHOOL CLOSURE:

Knott Creek follows the Parkrose School District emergency closure procedures. If your home district is closed due to bad weather, there will be no transportation available to the respective schools and thus your child would stay home that day. The school administrative assistant will check-in with you following our usual attendance procedures. If school District transportation is unavailable due to bad weather, the absence is excused.

TRANSPORTATION:

Students come to Knott Creek school from school districts in Multnomah and surrounding counties. The resident school district is responsible for transporting the student to and from school according to the IEP. We work with respective school districts to establish a consistent policy to help them provide safe transportation for our students. Students are expected to follow transportation expectations at all times when in transit to and from school. Bus expectations will be reviewed with students during their first week at school and at other times during the year. Violation of bus safety expectations or conduct expectations will result in the issuance of a bus referral to the student. Serious offenses will result in a student having to remain in their seat during earned activity times. Repeated violation of bus safety will result in a meeting with the parent/guardian, bus officials and school officials. Students may not increase their level if removed from the bus or with recent negative reports or bus referrals. Serious bus incidents include, but are not limited to: fighting involving physical contact; throwing objects in or out of the bus; defacing or damaging the bus; out-of-seat behavior which distracts the driver; harassing a student or the driver; or loud, offensive language that distracts the driver. A copy of the referral will be sent home to the parent.

A second offense will require the student to remain at their seat during EAT. They will be asked to participate in problem solving and mediation with the bus driver, bus aide and/or any other students they have involved. Students may also be "frozen" for five (5) days of their behavior level while re-earning trust. A behavior support plan specific to bus safety may be developed in collaboration with parents/guardians. A copy of the referral will be provided to the parent/guardians. A third referral or serious bus behavior report occurs within the same trimester, the Creeks school staff will contact the District Representative, District Transportation Office and the parent. A plan to safely transport the student will be developed collaboratively. Alternative transportation decisions are ultimately the authority of the District and based upon the student's IEP.

SAFETY DRILLS: EARTHQUAKE, FIRE, OTHER EMERGENCY:

In the event of a fire, earthquake, or other emergency, students will be provided specific instructions by the staff. Staff members will supervise students during drills or actual emergencies. All school safety drills will meet ODE requirements for frequency. Fire drills will occur monthly. Earthquakes and other emergency drills are conducted less frequently. School safety drills including lock-out and lock-in drills will also be conducted. Please discuss with your child the importance of our safety drills and the need to take such drills seriously.

BREAKFAST AND LUNCH PROGRAM

Knott Creek School is a closed campus. Students receive a breakfast and lunch period each day. Students should bring a healthy sack lunch or a lunch will be provided at school. A monthly lunch calendar will be sent home with your child and will also be on our website for your reference. Please note: Foods brought from home cannot be shared with other students and cannot include soda pop or energy drinks. All food items will be collected upon student entry to school and provided to the student during the breakfast and lunch times. If you would like to send a food item for your student's class it needs to be in the original packaging from the store with labeled ingredients due to possible allergies with other students. **Knott Creek is PEANUT FREE** due to the severity of peanut allergies. Please do not send any food items with peanuts to school.

SCHOOL SUPPLIES

As we provide all basic school supplies we expect that nothing comes to school without prior parent and teacher approval. Administration reserves the right to make the final decision on any parent/teacher agreement.

MEDICATION

Written permission is required to dispense medication at school. Written authorization is also required on a Medication Authorization form. The form is available from the school secretary and it is sent out with the Back-to-School information packet each year. Prescription medication must be in its original container with full instructions from a physician, physician assistant or nurse practitioner. The label should state the student's name, the name of the medication, dosage, time, route, prescription number and physician's name. When you pick up a prescription, ask your pharmacist to provide two prescription bottles, one for home and one for school. Medications must be transported to school by parents or through a prior arrangement with the school and the district bus driver or school nurse. The school nurse or other designated trained staff will administer medications. All medications are kept in locked cabinets. The school may administer non-prescription medication under certain circumstances. Non-prescription medication means only commercially prepared nonalcoholic-based medication to be taken at school that is necessary for the child to remain in school this shall be limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements. All nonprescription medication must be delivered to the school office in the original container with written, parental instructions which include: name of student, name of medication, dosage, route, frequency of administration, other special instructions, and signature of parent or guardian. A form is available for your use from the office.

IMMUNIZATION

Students enrolled at Knott Creek school must present written evidence of meeting minimum requirements for immunization as required by Oregon law. This requirement is meant to safeguard the school community from the spread of communicable diseases. Parents who wish to apply for an exemption from this rule on the basis of religious or medical reasons are required to do so in writing. Students who fail to comply with these requirements will be excluded from school by the County Health Department.

FIELD TRIPS

On special occasions field trips may be scheduled. A field trip form is enclosed with the "Back-to-school" packet or the intake packet of information. Written permission is required for a child's participation in these

activities. Students may also have Community Outings and Positive Behavior Intervention Supports (PBIS) trips. Parents/guardians will be notified of all trips students make outside of the school building.

STUDENT FRATERNIZATION

We discourage students from getting together after school hours or on the weekends. Many of our students are placed at our schools because of their struggles with social-emotional skills and safety. If your child is getting together with peers from Knott Creek School, outside of school hours, we strongly recommend close parental supervision. We strongly discourage the students from exchanging telephone numbers and email addresses. It is our policy that students do not exchange information in school or on the bus. No loaning, trading, borrowing or selling on campus or the bus will be allowed except as part of a school sponsored activity. If students choose to ignore or secretly collude to share or sell items Knott Creek School does not accept responsibility for returning or replacing the item. This will be the parent or guardian's responsibility.

TELEPHONE CALLS

Students are not allowed to use smart devices or cell phones in the classroom. If arrangements are made for a student to bring a cell phone to school, it will be collected by staff prior to entering the building and locked away during school hours. Students will only be allowed to make phone calls if it is part of their Positive Behavior Support Plan. At the principal or teacher's discretion a phone call may be made on behalf of a student. The teacher or principal will determine the expectations of the call. If the parent/guardian chooses to speak with the student it will be done with an agreement to support the student and not to go home. The call will be a conference call or a supervised call. Students will be allowed to use the phone if they are sick and need to call home. See previous section on illness at school. The school administrative assistant will take messages for staff and students. Every effort is made to reduce disruption in the classrooms during instructional activities. Unless instructed by the teacher or unless identified in a student's Behavior Plan, students are not allowed the use of personal smart devices in the classroom.

VISITING THE SCHOOL

We welcome parents/guardians at the school. However, Knott Creek school is a locked campus for student and staff safety. To ensure minimal disruption to the instructional day, parents/guardians must make appointments with the teacher, counselor, or other staff personnel. Appointments are typically scheduled before or after the school day. All visitors to the building must sign in at the school office upon arrival at the school.

ASSEMBLIES

At the end of each grading period, an awards assembly will be scheduled to honor those students who have excelled behaviorally and academically. We honor our students for good attendance, positive behavior changes, academic progress, participation in statewide testing, participation in community/school service activities. You will be notified of the date, time and location of each assembly.

PARENT CONFERENCES & IEP MEETINGS

Parents will be invited throughout the year to participate in planning meetings about their child. These meetings can lay the groundwork for good working relationships between parents and the staff. This partnership ultimately helps your child perform better in school. Here are a few suggestions to help you prepare for your conference with school personnel:

- Make a list of things you want to tell the teacher about your child so that the teacher can understand your child better. For example, are there any health concerns, interests, hobbies and so forth that would be beneficial for the teacher to know? Tell us about your child's attitudes towards school or about their homework habits.
- Make a list of things you want to find out from the teacher. These might include grades, academic achievement and behavioral performance.
- Decide what you want to ask the teacher. Do you have any concerns that you would like clarified and answered? Discuss the conference with your child to see if there is anything they would like you to talk about with the teacher.

PROGRESS REPORTS (DAILY AND TRIMESTER)

Daily communications about your child's school day and behavior data are sent home with each student, these are referred to as 'Home Notes'. Our intent is to keep you up-to-date on your child's academic and behavior progress. It is important that parents review the reports, sign them and have your student return them promptly. Consistent communication between home and school has been shown to positively affect student progress. Progress reports regarding your child's progress on their IEP will be mailed to you each grading period. Specific information regarding the goals and objectives in the social-behavioral and academic areas will be provided. If progress is not being made at the rate predicted at the annual IEP meeting, the teacher will contact you to schedule an IEP review meeting to discuss possible changes to the objectives, related services, or needed accommodations.

STUDENT RECORDS

Your child's permanent education record is retained by your home school district. Knott Creek school maintains a courtesy copy of your student's records while your child is in attendance. All records on your child are sent to the receiving school or resident district office when your child leaves our program. Student educational records are maintained in a locked, confidential file with access limited to those individuals permitted by law to view them. Parents/guardians are welcome to review their child's record and assistance from a knowledgeable person will be available to interpret the record by appointments. To inspect or review your child's education record, please review the *Annual Notice To Parents of Students Receiving Special Education Services* about Student Records, and call any of the staff listed on the flier. Knott Creek school and the Multnomah Education Service District conform to state and federal laws that govern the maintenance of school records. As such, the district may disclose personally identifiable information from student records to law enforcement agencies, child protective agencies, health care professionals and other appropriate parties in connection with a health or safety emergency if the information is necessary to protect the health or safety of the child. A refusal form is included in the *Back to School* packet should you not want your child to be included in directory information or be photographed for flyers, newsletters or the media. In addition, if you or your child wishes to enroll in or receive services from another district, student records will be transferred upon request from the new district or educational agency.

As a parent/guardian, you have the following rights with regard to your child's educational records.

- To inspect and review your child's records
- To request an amendment of your child's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.

- To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.
- To file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of federal law.
- To obtain the district policy with regard to student education records, a copy of which is located in the school office.

These rights shall be given to both parents/guardians, unless you have provided us with a copy of a legal court order to the contrary.

SUSPENSIONS AND RE-ENTRY

Please review the Procedural Safeguard booklet carefully for complete information about special education students and suspension and alternative educational interim placements. The Home school district will be notified of all suspensions, regardless of the duration. Assigned juvenile justice counselors will be notified of all school suspensions for drug or weapon possession. A law enforcement officer will take all weapons and drugs from the school. A receipt will be issued to the student.

Out of school suspension is a last resort and is only done when a student is being unsafe and is not able to regulate in a safe manner, despite supports as outlined in the IEP and co-regulation from trained staff members. An OSS may also result from physical violence to self or others, repeated acts of physical violence to self or others, possessing weapons or drugs on site, or other behaviors deemed necessary for an OSS by the Principal/Vice Principal or building administrator. The day a student returns to school, there will be a **Re-entry Meeting** with the administrator, parent/guardian, student and any other necessary team members. The student will reflect on the issues, problem-solving with the team and then will re-enter the classroom. **The parent/guardian is required to be at this meeting in-person.**

STUDENT POLICIES:

SAFE SCHOOL POLICIES AND PROCEDURES

Classroom and school expectations will be reviewed frequently with students and posted throughout the school building. The schedule of instructional and other activities will be clearly posted as well. The Creek schools use video and audio surveillance as part of the Safe School Practices. Instruction in social skills, bullying and violence prevention will occur daily. Appropriate behavior will be rewarded through praise, earned points, awards, special events and access to a student store. Responses for unsafe and/or inappropriate behavior will be clearly identified. The staff are trained on an ongoing basis in Safety-Care techniques and strategies and will continue to engage in training activities regarding safe school practices such as:

- Implement non-violent crisis intervention strategies and procedures
- Identify choices/options to students whenever possible
- Implement collaborative problem solving
- Treat students with dignity and respect
- Establish and maintain a home-to-school communication system
- Provide instructions using known, effective strategies
- Sponsor Safe, Respectful and Responsible school practices.
- Respond consistently and calmly during crisis situations.

HARASSMENT/BULLYING

All students and staff have the right to feel safe and included at school so they can thrive academically and socially regardless of race, color, gender, religion, disability, national origin, marital status, sexual orientation, gender identity, or other perceived differences. Harassing, bullying, hazing, threatening, or physically harming a student or staff member or a person's property is prohibited. Sexual harassment shall include but are not limited to: any unwelcome sexual behavior, including words or actions, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance and other verbal nonverbal or physical conduct of a sexual nature when:

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
- Submission to or rejection of the conduct or communication is used as a basis for education decisions affecting a student or employment or assignment of staff
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform their job; or creates an intimidating, offensive or hostile educational or working environment.

Every act of suspected harassment/bullying will be investigated. Any student who believes they have been subjected to any form of harassment or bullying should immediately report the incident to a staff member who shall report the alleged incident to the Principal or building administrator. Acts of harassment/bullying will be disciplined up to and including the filing of criminal charges with local law enforcement officials.

HATE SPEECH/HATE ORGANIZATION/GANG ACTIVITY

Hate speech is defined as abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation. A hate group is an organization or collection of individuals that – based on its official statements or principles, the statements of its leaders, or its activities – has beliefs or practices that attack or malign an entire class of people, typically for their immutable characteristics. An organization does not need to have engaged in criminal conduct or have followed their speech with actual unlawful action to be labeled a hate group. We do not list individuals as hate groups, only organizations. A gang is any group that identifies itself through the use of a name, unique appearance, or language (including hand signs), the claiming of geographical territory, or the espousing of a belief system that frequently results in criminal activity. Gang activity is strictly prohibited on campus or at any school related activity. Students are not permitted to wear or display clothing or other objects that are commonly considered evidence of membership or affiliation with any gang or hate group, or to commit any act, or use any speech (verbal or nonverbal) showing membership in or affiliation with a gang or hate group, or that is defined as hate speech. No student shall commit any act that furthers gangs or gang activity, or furthers the purposes of hate groups or organizations.

SEARCHES AND “NOTHING COMES TO SCHOOL” POLICY

These policies and practices were developed to insure the safety of your child, other students, and the school within the school setting.

For the safety of all students and staff and to support a safe and supportive school environment, we conduct search procedures daily of every student as they enter the building and at the classroom door to be sure students are complying with our safe school policies and practices.

ROUTINE SEARCH PRACTICES INCLUDE:

- **METAL DETECTOR:**

Knott Creek School staff will check each student daily using a hand-held metal detector or walk-through detector as they enter the building. The metal detectors will be used by the Campus Safety Monitor and other trained staff. Jackets, lunches and any other carried items will also be searched by the staff upon arrival. Any student who brings objects to school without permission will have them confiscated.

- **LIMITED CLOTHING/PERSONAL POSSESSION SEARCHES**

On a daily basis, each student will be asked to do the following outside of the building (students are assigned a personal storage crate/envelope to store their personal items while at school).

- a. Staff members will check a student's jacket: pockets, hoods, etc
- b. If the student is wearing a long-sleeve garment, they will push each sleeve past the wrist and rotate the lower arm over
- c. The student will turn around so the staff member can check for any objects in the back pockets
- d. The student will raise their pant legs to expose at least one inch above the top of their socks
- e. Level 4 & 5 students will open their school-home notebook for a visual inspection by the staff
- f. Students who may have violated the "Nothing Comes to School" policy may be directed to remove their shoes and socks for a more thorough search.
- g. All electronic devices will be put in the student's personal storage

Progression through the level system requires that students comply with all school arrival and departure procedures including the metal detector check, limited clothing check, and the "Nothing Comes to School" policy.

- **ROUTINE SEARCH PRACTICES**

Maintenance (level 4) students are able to bring a backpack or book bag to school for carrying notebooks, books and homework to and from the local district building. Practice and Maintenance (levels 3 & 4) students may wear necklaces, bracelets and with prior permission from the teacher and parent/guardian, bring personal items from home. House keys and bus passes will be stored for the day in a locked cabinet in the classroom for all students. Students who listen to music on the bus will check in their music player upon arrival at school. Items used for school-approved activities may be brought to school with the permission of the teacher. The policies and procedures for drug, alcohol, and tobacco or weapons possession will be followed if the student brings such items to school. **Students may not bring open containers or open drinks to school. If this occurs they will be poured out and disposed of appropriately.** Confiscated items will be labeled with the student's name and the parent/guardian will be contacted. The items will be stored in a locked cabinet. Parents/guardians may come to school to retrieve items except for drug related items or weapons which will be turned over to law enforcement.

DRESS CODE

School dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. If a student fails to follow the dress code, they will be given something else to wear for the day. Occasionally, a parent will be called to bring other clothes or shoes to school.

The following dress is prohibited:

- Wearing clothing labeled with gang affiliated symbols
- Alcohol, cigarette or any (legal or illegal) drug advertising
- Clothing which displays unacceptable school language/content
- Short shorts (less than 6"), mesh shirts, loose-fitting tank tops – tank tops must have a minimum 3" strap
- Clothing that exposes the midriff, cleavage (front or rear)
- Metal-toed or reinforced toe shoes or boots
- Any clothing that is deemed disruptive or unsafe to the learning environment by the school safety team and/or administration

DRUGS AND ALCOHOL

The sale, possession, use or handling of alcoholic beverages or drugs (including marijuana and marijuana by-products) is forbidden on school premises at all times. If staff have reason to believe that a student is under the influence of alcohol or illegal drugs, the parent/guardian will be called to pick up the student from school.

TOBACCO

Tobacco products and related materials (lighters, matches, vape pens/e-liquids) are not allowed on campus. Under Oregon Law, it is unlawful for any person to possess tobacco products on school property. Possession, sale or use of tobacco products on school property is strictly prohibited. Violation of this policy will result in notification of the parent/guardian and possibly law enforcement agencies. No smoking is allowed on campus.

SEIZURE OF ILLEGAL WEAPONS

Weapons are forbidden on school property. Weapons shall include, but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gas, poisons, drugs or anything fashioned with the intent to harm. Weapons taken from students will be reported to the student's parents or guardians or to the appropriate law enforcement agencies. Appropriate disciplinary and legal action will be pursued.

CLASSROOM AND SCHOOL BEHAVIOR

Students will be in their assigned classrooms throughout the day. Students may not enter other classrooms, the school office, or staff room without permission. Students are expected to be Safe, Respectful and Responsible.

1. Treat teachers, staff and students with respect
2. Use appropriate language
3. Participate in class activities
4. Follow directions
5. Use property and instructional materials appropriately
6. Appropriately use the internet.

Additional expectations may be posted in each classroom. As students reach Practice and Maintenance, (levels 3 & 4) the classroom expectations approximate the expectations in most general education schools.

HALLWAY BEHAVIOR

Orderly movement is expected in the hallways and common areas of the school. Students are expected to:

- Walk without disrupting other classes
- Go directly to their destination
- Keep hands and feet to self
- Talk quietly
- Be safe, respectful and follow directions

RESTROOM BEHAVIOR

Students are expected to use the restrooms appropriately. Students are required to get permission from their teachers before using the restroom. Only one student at a time will enter the restroom. Staff will check the restroom before and after use. The restrooms will be locked by staff.

CARE OF SCHOOL PROPERTY

It is every student's responsibility to show respect for all district property. Any student who intentionally or recklessly damages or defaces district property will be disciplined up to and including suspension from school. Criminal mischief charges may be filed with the local law enforcement officers. When possible, the student should participate in cleaning up the incident to the best of their ability. Knott Creek School may request that the student and parents/guardians provide restitution for damaged or broken school property.

LEAVING SCHOOL WITHOUT PERMISSION

Knott Creek School is a closed campus. Students must remain on the campus from the time of arrival until they are dismissed at the end of the school day. Students who leave school grounds without authorized permission are considered truant. If the student does not return promptly to the school building, they are considered truant. Parents/guardians will be notified. Under certain circumstances local law enforcement officials will be notified if staff feel the student is being unsafe, or in danger by leaving school grounds. Local law enforcement officials will be notified if the student returns and threatens staff or property.

SCHOOL CONSEQUENCES

The use of corporal punishment of students is prohibited, in accordance with Oregon Law. The use of nonviolent physical crisis intervention necessary to prevent a student from seriously harming themselves or others. Verbal and nonverbal strategies to avoid the use of physical intervention will be implemented prior to any physical intervention. All school staff members are trained in the District approved crisis prevention, de-escalation and intervention techniques.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Board of MESD and the Creek School's staff have the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. Among these rights are the following:

- Civil rights, including the rights to equal educational opportunity and freedom from discrimination
- The right to attend public schools
- The right to due process of law
- The right to free inquiry and expression

- The right to privacy, which includes privacy in respect to the child's school records; and
- The right to know the behavior standards expected of them as well as to know the staff responses to behaviors.

Along with these rights, students have certain responsibilities including the responsibility to not discriminate against others, the responsibility to attend school regularly, to learn, and to observe school rules essential for permitting others to learn in school, and to observe reasonable rules regarding these rights.

Behaviors and Consequences:

The category A, B, and C Behaviors and Responses is a guide for the Administration to use when discussing the behavior of the incident with the student(s), parent/guardian. Since there are many different reasons for the behaviors that occur, other learning opportunities may be used to ensure the students learn the appropriate behavior. The Administration can use their own discretion and professional training when working with behavior incidents.

Category "A" Behaviors and Responses

Category "A" Behaviors occur at what may be called the "Entry Level". Repeated violations of Category "A" Behaviors shall be considered a refusal to follow directions given by school personnel, which is a Category "B" Response. All incidences listed below may include parent/guardian notification (by mail or phone call).

Category "A" Behaviors include, but are not limited to:	Responses assigned will depend on the severity and amount of disruption to the learning environment created by the behavior. Category "A" Responses may include, but are not limited to:
• General disturbance of instruction • Gambling - Gambling and games of chance played for money or other tangibles are prohibited by law and are not permitted on school grounds • Swearing or Use of Profanity (Inappropriate Language)- profanity, vulgarity and indecent gestures are out of place in school and are not tolerated. This includes both verbal, visual and written communication. • Unacceptable Use of Personal Technology Resources (Technology Violation). This includes but is not limited to school issued Chromebooks, cell phones, iPods, Kindles, etc. • Leaving class without permission. • Unsafe Behavior/Physical roughplay - Students are expected to conduct themselves in a	• Verbal warning • Removal from the classroom to an alternative learning space. • Confiscation of technology until the end of the school day. Repeat Violations may require the student to attend to academics without the use of technology. Chromebooks/iPADS/etc. may be confiscated by the classroom teacher after the first violation. • Financial restitution for the cost of any broken/destroyed/altered school property.

safe and appropriate manner conducive to a school setting	
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Category "B" Behaviors and Responses:

Category "B" Behaviors are more significant behaviors that have the potential for causing serious harm to the school or to people within the school and for breaking down order within the school. In cases where a student is to be suspended for one day, if more than 1/2 of a day remains and parents are able to pick up the student, "remainder of the day" can be considered the first day of any suspension. All incidents listed below may include parent/guardian notification. In addition, a phone call and/or conference will take place.

Category "B" Behaviors include, but are not limited to:	Responses assigned will depend on the severity and amount of disruption to the learning environment created by the behavior. Category "B" Responses may include, but are not limited to:
● Cheating - Plagiarism and/or copying others' work ● Trespassing - Students are not to be in the building during non-school hours without direct supervision of an authorized adult. ● Refusing to Obey Directions - Students are expected to take directions from the adult staff in the building. ● Hate speech towards peers and/or staff. ● Sexual language and/or behavior towards peers and/or staff. ● Fighting/Physical Aggression ● Defacing/Destroying School or Personal Property - No person may take or destroy public or personal property. ● Verbal/Non-verbal or Written Threats of Physical Harm and/or Damage to Property. ● Use/Possession of Tobacco Products is Prohibited	● Removal from the classroom to an alternative learning space. ● Verbal warning. ● Meeting with the Vice Principal/Principal and teacher. ● Suspension (1 day or multiple days). ● Completion of alternative assignments or tests determined by the classroom teacher. ● Portland Police Department may be called when appropriate for potential citation. ● Financial restitution may be required for damaged property.

● Gang and/or Cult Symbolism - The use of gang and/or cult symbolism is unacceptable and will be treated as a serious infraction ● Network Abuse	
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Category "C" Behaviors and Consequences:

Category "C" Behaviors are the most serious violations of school rules that pose immediate dangers within the school environment. Responses to these rule violations may include calling the Portland Police Department. Category "C" Behaviors may also bring a recommendation for expulsion. All incidences listed below will include parent/guardian notification by phone call and/or conference in addition to mail.

Category "C" Behaviors include, but are not limited to:	Responses depend on the severity and amount of disruption to the learning environment created by the behavior. Category "C" Responses may include, but are not limited to:
● Restroom/Locker Room Privacy Violations - Students may not use a cell phone or any other electronic device to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. ● Making Threats That Pose Immediate Danger - Students shall not make threats to bring weapons to school or make threats that pose immediate danger to the students, staff and/or school or school building. ● Carrying of Weapons - No person shall possess, use, or store firearms or weapons or any facsimile or look-alike firearms or weapons in school buildings, on school property, in District-owned or sanctioned vehicles, in school buses, or at any school-sponsored function or event. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet	● Classroom removal/alternate learning space and parent/guardian notification. ● Suspension (1 day or multiple days). ● Meeting with the Principal/Vice Principal and classroom teacher. ● Threat Assessment Conducted. ● Student Sexual Incident Response Conducted ● Portland Police Department may be called for potential citation or appropriate legal action ● Financial restitution may be required for damaged property. ● Confiscation of electronic devices. ● Any student who is found in violation of the weapons policy shall be referred immediately to the local and/or county criminal justice or juvenile delinquency system and shall be immediately suspended and then expelled from school, in accordance with state and federal laws and other Board policies, for a period of not less than one calendar year unless the District Administrator modifies the expulsion requirement, which may be considered on a case-by-case basis based upon

guns, and slingshots. A weapon is defined as (1) any device which by its design can produce injury (including, but not limited to, knives, blades, martial arts devices, and metal knuckles) or (2) any device when used as a weapon (including, but not limited to, letter openers, hammers, chains, and wrenches). These definitions are in addition to those set forth in Section 921 of Title 18 of the U.S. Code.

- **Physical Abuse of School Personnel**

-incidents of physical assault are not acceptable

- **Stealing School or Personal Property** - No

person may take school or personal property

- **Physical Violence/Sexual Assault to Another Student or School Personnel** - Incidents of

physical assault and/or sexual assault are not acceptable.

- **Use, or Possession of Alcohol and/or Other Drugs or Drug Related Apparatus** - Students

may not use, possess, or be under the influence of such substances on school grounds, during school-sponsored activities, or while under school supervision while being transported.

- **Distribution, Purchase, or Sale of Alcohol and/or Other Drugs or Drug Related Apparatus**

-Students may not sell, *purchase*, or distribute such substances on school grounds, during school-sponsored activities, or while under school supervision while being transported.

- **False Reporting of an Emergency, Alarm and/or Other Incidents.**

state and federal laws.

- Re-entry meeting following suspension.

- Functional Behavior Assessment.

Conducted/Update to student Positive Behavior Support Plan.

Creeks Continuum System: Knott Creek to Big Creeks (Burlingame Creek & Arata Creek) and Return to District Pathway

The Creek Schools use a multi-tiered approach towards assessing and making a team decision on a student's readiness to return to district or to continue placement in the Creeks supportive continuum system. The four areas of readiness are 1. Social Emotional Readiness, 2. Behavior Readiness, 3. Academic Readiness, and 4. Level of Independence. These areas of readiness are assessed through data taken across numerous weeks (6-10 week cycles of data collection, based on team decision of duration with a minimum duration being 6 weeks).

In conjunction with the PBIS matrix shared earlier, Knott Creek is re-implementing the use of a Level System. The Level System is designed to support students in learning the behaviors and skills necessary for smooth reintegration into a regular school placement. Each level combines data collection around the behaviors for which a student was referred to Knott Creek and the graduated mastery of skills such as following directions, having school-safe words and actions, and engaging in instructional activities and tasks. As a student learns replacement skills to get their needs met safely, there will be a decrease in the behaviors they previously utilized which resulted in unsafe situations. When a student reaches Level 3, the Knott Creek team will begin discussing with parents/guardians the Return to District process, which was developed by Ally Kessler, Behavior Interventionist, in conjunction with our component districts.

The Knott Creek School Student Level System

Supported (Level 1) Baseline to ≤59% Decrease from Baseline in Referring Behaviors	Emerging (Level 2) 60% Decrease from Baseline in Referring Behaviors	Practice (Level 3) 80% Decrease from Baseline in Referring Behaviors	Maintenance (Level 4) 90% Decrease from Baseline in Referring Behaviors	Orientation (Level 5) 95% Decrease from Baseline in Referring Behaviors
Learns arrival & departure routine.	Follows arrival & departure routine with minimal reminders.	Follows emergent directions first time asked (e.g. room clear, fire alarm).	Follows directions from all school staff, first request. Asks for clarification/more info as needed to support autonomy.	Independently follows school and community rules.
Learns school & classroom expectations.	Follows pre-taught classroom expectations with prompting and modeling.	Follows pre-taught school-wide expectations with minimal prompting.	Independently follows all pre-taught classwide and schoolwide expectations.	In new situations, follows directions in school and in the community with initial cueing.
Takes breaks with a staff member when cued/prompted.	Requests and takes breaks with prompts as per IEP.	Follows directions within a reasonable time frame for the individual student.	Participates in school-wide activities with minimal redirection.	Independently participates in school-wide activities.

Stays in assigned space with supports (visual/verbal/gestural cues and prompting).	Practices following pre-taught school-wide expectations with consistent prompting, modeling, and cuing (e.g. hallways, gym, playground)	Uses school safe language independently w/staff and peers.	Engages in problem-solving with adult support.	Initiates problem-solving. Requests adult support when needed.
Identifies and follows procedures or expected behaviors in different settings w/staff support/prompting.	Uses school safe communication w/staff and peers with verbal or visual reminders.	Uses pre-taught coping skills/self-regulation strategies independently.	Independently ignores peer disruptions; utilizes options when a disruption occurs.	Independently ignores peer disruptions; remains on task/engaged in classroom activities when a disruption occurs.
Follows directions with cues, pre-teaching, and/or redirections as per IEP.	Uses pre-taught coping skills/self-regulation strategies with verbal or visual reminders. May often require co-regulation.	Ignores peer disruptions with minimal prompting to utilize options when a disruption occurs.	Participates safely (body, words, and actions) in small and large group activities across settings independently.	Comes prepared for all school activities.
Practices interacting w/staff and peers using school-safe communications (words, actions, and gestures).	Practices ignoring peer disruptions with cues, modeling, and prompting to utilize options when a disruption occurs.	Participates safely (body, words, and actions) in small and large group activities across settings with minimal cueing.	Engages in pre-taught 'early finisher' activities when assigned work is completed.	Uses study and test taking skills (as appropriate for the individual student).
Practices using pre-taught coping skills/self-regulation strategies when prompted/cued/modeled.	Completes assignments as part of a whole or small group with adult cueing/prompting.	On-task during group and individual work assignments.	Completes 60% of all classwork work assigned (including corrections).	Completes 70% of all classwork assigned (including corrections).
Learns strategies for ignoring peer and other disruptions.	Corrects or completes work with adult support.	Completes independent work assignments independently.	Completes homework 60% of the time.	Completes homework 70% of the time.
Learns strategies for participating in whole- and small-group instruction. Participates with support.	Target Behavior:	Target Behavior:	Target Behavior:	Target Behavior:
Baseline for Referring Behaviors: Target Behavior:				

The Four Readiness Areas

1. Social Emotional Readiness: There are five social emotional pillars of learning for all kids across all grades/ages that have been identified by CASEL (Collaborative for Academic, Social, and Emotional Learning). These are nationally accepted norms of social emotional learning and progression:

- a. Self-Awareness
- b. Self-Management
- c. Social Awareness
- d. Relationship Skills
- e. Responsible Decision Making

2. Behavior Readiness: Student data demonstrates a consistent downward trend:

- ❖ As evidenced by the data graphs and numbers
- ❖ Student's primary behavior(s) of concern are not interfering with the learning of their peers.

- ❖ Student's primary behaviors(s) of concern are not interfering with the teacher's ability to provide instruction.
- ❖ Student is able to demonstrate independent coping skills within the classroom setting or with minimal staff support/supervision
- ❖ The following types of behaviors must be at a ZERO LEVEL:
 - Physical Aggression towards staff/students
 - Self-Injurious Behavior (SIB)
 - Elopement (major, outside of school building or designated areas)

3. Academic Readiness: Student data demonstrates a consistent upward trend:

- ❖ Student is able to produce meaningful academic work for a developmentally appropriate sustained minimum of minutes consistently throughout the school day.
- ❖ Student is able to focus on academic tasks and independent work for a developmentally appropriate sustained minimum of minutes consistently throughout the school day.
- ❖ Student is able to receive constructive feedback on their academic work.
- ❖ Student is able to receive prompt style or group redirection in the absence of significant behavior.
- ❖ Student is able to receive a task or activity that is perceived to be "difficult" in the absence of significant behavior.
- ❖ Student is able to initiate a presented task with minimal direct prompting.

4. Level of Independence: Student is able to initiate tasks independently, 80% of opportunities or more:

- ❖ Student IEP does not reflect 1:1 support in any school setting (unless medically necessary).
- ❖ Student does not depend on staff to help initiate tasks or produce meaningful work.
- ❖ Student is able to respond to global directions and prompts with no more than one individualized prompt.
- ❖ Student may be able to utilize general classroom structures and supports to redirect themselves or seek assistance with minimal prompting or support, may even be independent.



Acknowledgement

Please sign and return this page to Knott Creek School indicating that you have read and reviewed the PARENT/STUDENT HANDBOOK with your child. Receipt of this signed acknowledgement holds all parties accountable for the content in the handbook.

Parent/Guardian Signature: _____

Print Name: _____

Student Signature: _____

Student Name: _____

Date: _____