

FAMILY HANDBOOK

https://ptra.phoenix.k12.or.us/
www.facebook.com/PTRisingAcademy

1011 La Loma Drive
Medford, OR 97504
541.897.5108

Aaron Santi, Principal

TABLE OF CONTENTS

WELCOME TO PTRA - WE'RE GLAD YOU'RE HERE 4-7

- Superintendent's Letter
- District Vision
- Phoenix-Talent Schools
- School Board Members
- PTRA Staff & Contact Information
- Principal's Letter
- School Hours
- Communication
- Every Student Belongs
- Orientation Meetings

HOW YOU CAN HELP 8-9

- Parent/Caregiver Role in PTRA
- Parent/Caregiver-School Compact
- Participation
- School Supplies
- Visitors
- Volunteer Procedures

EVERY DAY COUNTS 10-12

- Attendance
- Expectations & Minimum Requirements
- Calendar
- Emergency Closure
- Parent/Guardian-Teacher Conferences
- Progress Assessments
- Retention

LET US GET TO KNOW YOU 13

- Student Records
- Registration
- Transfers

STAY WELL 14-15

- Accidents
- Counseling
- Health Screenings
- Immunizations
- Medications
- Student Insurance
- Suicide Prevention and Intervention
- Wellness Program

HAVE FUN 16
- Field Trips
- Media Center
- Elementary Sports
- Middle School Sports
- Middle School Clubs & Groups

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE 17-22
- School Rules
- Playground Rules
- Dress Code
- Bus Rules
- Internet and Computer Usage
- AI and ChatGPT
- Behavioral Support
- Harassment & Bullying
- Severe Disruptions
- Search & Seizure
- Suspension/Expulsion
- Use of Physical Force

YOU SHOULD KNOW 23
- Private Clubs
- Lost & Found
- Photo Policy
- Video Surveillance

WE ALL RISE TOGETHER 24-26
- Alternative Education
- Diploma Options
- Equal Educational Opportunity
- McKinney-Vento Homeless Assistance Act
- Private Schooling
- Special Programs

PTS DISCLAIMER 27





SUPERINTENDENT'S LETTER

Dear Families:

Thank you for allowing us to be a part of your child's life and we look forward to a great year, partnering with our families. We value this partnership and research shows the stronger this partnership is, the more successful our students are. As we continue to recover from the Almeda fire and serve in a post-pandemic capacity, our focus is to provide opportunities for families to engage in our district. Based on feedback, we are committed to engaging families in two-way communication, helping our families support their child's academic needs at home, and being available for families. This is our promise to you.

Our District remains committed to "Excellence for Everyone", which includes our students, staff and families. We know you are your child's first and most important teacher. Working together we can achieve successful outcomes for all of our students. With the support of our school board, our district is committed to growing the connection and engagement from school to home.

Together, PTS Rising will continue to rise above and the partnership with families is vital to this success.

Sincerely,
Brent Barry
Superintendent

PHOENIX-TALENT SCHOOL DISTRICT VISION

Together, we shall meet the challenges of preparing responsible, creative, life-long learners.

We believe…

- Education is the joint responsibility of the community, school, family, and students.
- Our schools must provide a safe, secure environment where healthy values, minds, and bodies can grow.
- Everyone can learn.
- The needs, interests, feelings, and developmental stages of each individual deserve recognition.
- It is our responsibility to encourage the development of self-worth and the full potential of each individual.
- Our educational program shall provide a core of knowledge that cultivates personal excellence for success in a global environment.

PRINCIPAL'S LETTER

Students and Families,

Welcome to Phoenix-Talent School District's newest school, Phoenix-Talent Rising Academy (PTRA). We are a kindergarten through 8th grade school offering educational opportunities in a hybrid online/in-person environment. Our goal is to provide maximum flexibility, combined with a strong menu of academic offerings to help students grow academically, and optional in-person learning and activities to help them grow socially.

PTRA is an excellent educational solution for families considering homeschooling or charter schools. We provide the high-quality, rigorous instruction that you expect from your local neighborhood school while maintaining the flexibility and parental control of at-home learning. Additionally, families stay connected to their neighborhood educational community and receive academic, social-emotional, and technology support from our friendly local staff. Unlike charter schools located in distant districts, PTRA students have full access to all of the services and programs offered to our district's elementary and middle school students: sports, clubs, health services, and more.

Our kindergarten through 5th grade program is designed to allow families to teach their students at home with the added support of a licensed teacher providing curriculum, direct instruction, assessments, and coordinated in-person social opportunities. Our teachers can also provide extra resources for families that wish to go above and beyond required learning. Families are free to create their own schedule for their students to learn in a way that works for their lifestyle.

While our middle school classes are online and self-paced, students have a licensed teacher available to them via Google Meet, email, or phone. We also offer weekly in-person opportunities for students to come into the classroom for help with their courses, for a quiet place to study, and for social activities. Additionally, we offer electives such as Rise Up & Rebuild that are not possible through traditional schooling.

At PTRA, families are directly involved in charting their students' educational direction and progress every day with the knowledge and support of our professional staff. We're glad you've decided to come along on an educational journey with us! We are the PTRA Phoenix and we are Rising!

Professionally,



Aaron Santi, Principal
Phoenix-Talent Rising Academy

PHOENIX-TALENT SCHOOLS

ORCHARD HILL ELEMENTARY SCHOOL
Kent Vallier, Principal
1011 La Loma Drive
Medford, OR 97504
Phone:541-779-1766 / Fax: 541-770-9037
ohe.phoenix.k12.or.us/

PHOENIX ELEMENTARY SCHOOL
Shawna Schleif, Principal
PO Box 727 / 215 North Rose Street
Phoenix, OR 97535
Phone: 541-535-3353 / Fax: 541-535-7529
pes.phoenix.k12.or.us/

PHOENIX HIGH SCHOOL
Kalin Cross, Principal
PO Box 697 / 745 North Rose Street
Phoenix, OR 97535
Phone: 541-535-1526 / Fax: 541-535-7511
phs.phoenix.k12.or.us/

PHOENIX-TALENT RISING ACADEMY
Aaron Santi, Principal
PO Box 698 / 1011 La Loma Drive
Medford, OR 97504
Phone: 541-897-5108 / Fax: 541-535-7529
ptra.phoenix.k12.or.us/

TALENT ELEMENTARY SCHOOL
Heather Lowe, Principal
PO Box 296 / 307 Wagner Creek Road
Talent, OR 97540
Phone:541-535-1531 / Fax:541-535-1858
tes.phoenix.k12.or.us/

TALENT MIDDLE SCHOOL
Casey Olmstead, Principal
PO Box 359 / 102 Christian Avenue
Talent, OR 97540
Phone: 541-535-1552 / Fax: 541-535-7532
tms.phoenix.k12.or.us/

DISTRICT OFFICE
Brent Barry, Superintendent
PO Box 698 / 401 W. Fourth Street
Phoenix, OR 97535
Phone: 541-535-1511 / Fax: 541-535-3928
www.phoenix.k12.or.us/

PHOENIX-TALENT SCHOOL BOARD
Michael Campbell
Nancy Castillo-McKinnis
Polly Farrimond
Rick Nagel
Diana Rasmussen
Dawn Watson
Rebecca Weathers
www.phoenix.k12.or.us/school-board12

PHOENIX-TALENT RISING ACADEMY STAFF

Aaron Santi – Principal
Phone: 541-897-5107
aaron.santi@phoenix.k12.or.us

Maddie Macias – K-5th teacher
Phone: 541-414-6878
madeline.macias@phoenix.k12.or.us

Shannon Harley – 6th-8th teacher
Phone: 541-897-5110
shannon.harley@phoenix.k12.or.us

Deni Goodwin – Office Manager
Phone: 541-897-5108 / Fax:541-535-7529
deni.goodwin@phoenix.k12.or.us

SCHOOL HOURS

School hours for contacting staff are 8:00 am - 4:00 pm Monday through Friday, not including holidays. We are available by email, text, call, and Meet during school hours. Email is the easiest for us to reply to between classes. We try to respond within 24 hours on school days.

Our classroom/office is on the Orchard Hill Elementary School campus, and we are available in person for students and families by appointment.

COMMUNICATION

Information about school events, meetings, and activities will be shared through email, our Facebook page www.facebook.com/PTRisingAcademy, or our website ptra.phoenix.k12.or.us/.

Information about changes in curriculum and student instructional programs will be communicated through email or the BrightArrow Notification System.

Assessment results will be shared during teacher conferences and at parent/caregiver's request. School performance will be presented using Oregon Department of Education standards and/or District checklists.

EVERY STUDENT BELONGS

Phoenix-Talent Schools believes in and is committed to honoring the inherent worth and dignity of every human being. We believe in and are committed to creating an inclusive culture where every student, staff member, and family feels seen, heard, and validated in their existence as a human being. We believe in and are committed to fostering a culture of belonging where people can show up as their full and authentic selves. In short, we believe in and are committed to creating and maintaining an antiracist and equitable school environment.

All students and employees in public schools are entitled to learn and work in an environment that is safe and free from discrimination, harassment, and intimidation based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin.

The district prohibits derogatory language or behavior or symbols of hate on the basis of race, color, religion, gender identity, sexual orientation, disability, or national origin, including the noose, symbols of neo-Nazi ideology, and the battle flag of the Confederacy.
(See Board Policy ACB for exact policy verbiage)

ORIENTATION MEETINGS

All students and parents/caregivers must attend an orientation meeting every year. Group orientation meetings are held every September, and individual orientation meetings are held for mid-year transfers to talk about attendance, parent/caregiver involvement, and student expectations.

HOW YOU CAN HELP

PARENT/CAREGIVER ROLE IN PTRA

Parents/caregivers are essential partners in their child's education. Younger students need more intensive support–the parent/guardian will be their main instructor, assisted by a PTRA teacher. Older students need parent/guardian encouragement and regular monitoring of their progress.

Parents/caregivers can support their child's education in several ways:
1–Ensure consistent daily schoolwork
    a–Set aside a time and place for schoolwork
    b–Regularly monitor your student's progress online
2–Attend Teacher Conferences and school events
3–Communicate with, and reply to communications from, your teacher and the school
4–Talk about the importance of a good education with your student

The school will provide materials and training to help parents/caregivers work with their student to improve their student's progress on request.

PARENT/CAREGIVER-SCHOOL COMPACT

Phoenix-Talent Rising Academy works with parents/caregivers as equal partners in their student's education. Our Parent/Caregiver-School Compact talks about:
1-PTRA's responsibility to provide high-quality curriculum and instruction,
2-Parent/caregiver's responsibility to instruct and support their student's learning,
3-Parent/caregiver's responsibility to communicate regularly with teachers,
4-Student, parent/caregiver, and teacher's shared responsibility for student success.
This compact will be discussed and signed at the Orientation Meeting.

PARTICIPATION

Parents/caregivers can participate in school-wide decision-making at Orientation Meetings and Parent/Caregiver-Teacher Conferences.

Phoenix-Talent Rising Academy will provide full opportunities for the participation of parents/caregivers with limited English proficiency, parents/caregivers with disabilities, parents/caregivers of homeless students, and parents/caregivers of migratory students. Information and school reports will be provided in a format and language parents/caregivers understand. Barriers to parent/caregiver participation, including transportation, language, and other barriers, will be addressed on a case-by-case basis. Phoenix-Talent Rising Academy will, if necessary, arrange school meetings at a variety of times and conduct conferences online to maximize parent/caregiver involvement and participation.

SCHOOL SUPPLIES

PTRA provides students with necessary and appropriate school supplies.

VISITORS

Student safety is our first concern. Anyone who is not a PTRA student or school district employee MUST stop at the Orchard Hill Elementary office and sign in to receive a visitor pass before going anywhere in the school.

Visits to our classroom/office need to be arranged in advance. Parent/Caregiver-Teacher conferences need to be arranged with the teacher. Anyone requested to leave the school grounds by the Principal must leave immediately.

VOLUNTEER PROCEDURES

A school volunteer is someone who has been invited by staff to serve under their supervision and direction to perform specific tasks to enhance school programs. School volunteers are expected to maintain a professional demeanor and respect confidentiality, like all school employees. Volunteers are considered employees of the District for Worker's Compensation insurance purposes. Volunteers cannot have children with them while volunteering.

For student safety, all volunteers are required to fill out a background check form and submit ID for verification. Volunteer paperwork needs to be turned in to the office at least two weeks before volunteering. Volunteer forms need to be renewed every other year. Volunteers are required to sign in before going to their work areas and to wear a name badge.



EVERY DAY COUNTS

ATTENDANCE

Regular school attendance is essential for success in school and is a pattern that will carry into the student's adult work life. We ask parents/caregivers to support regular school attendance.

Oregon laws ORS 339.010 and ORS 339.095 state that a child between 7 and 18 years of age, who has not completed the 12th grade, is required to regularly attend a public full-time school of the school district in which the child resides.

Attendance
PTRA students are expected to check in with their teacher every school day for 100% attendance. Attendance is marked when a student (or parent/guardian, for elementary students) checks in with the teacher via school-approved methods. Doing their work is how students earn a grade; checking in with the teacher is how students "show up" for attendance.

Absence Process
If possible, please call or email your student's teacher or the school office before the absence. If that is not possible, call or email within 48 hours. If it is not called in, it will be counted as unexcused.

Excused Absences may be considered for:
- Student illness/mental health/medical emergency
- Death in the family
- Family emergency
- Religious observance
- Armed Forces dependents

Prearranged Absences, under state law, may be considered Excused only if 1-satisfactory arrangements are made before the absence, 2-they are deemed appropriate by the school administrator, and 3-they meet one of the following criteria:
- Prolonged student medical issue (requires medical note)
- Serious illness of student's family member
- Family bereavement
- Legal/court obligations
- Religious observance

Unexcused Absences are absences that have not been called in within 48 hours or absences that were denied. PTRA is an online-based school utilizing portable electronic devices, and students can check in and do schoolwork any time of the day, so absences due to vacations or appointments not listed above are considered unexcused.

Truancy Process
Four or more unexcused absences in any four-week period (20% absenteeism) are considered irregular attendance, as defined by ORS 339.065.

Step 1: Truancy warning letter with attendance summary, and phone call when appropriate
Step 2: Mandatory attendance meeting and interventions to help support student attendance

Oregon State law OAR 581.023.0006 requires the district to withdraw the student from school when a student reaches 10 consecutive days absent (excused or unexcused).

EXPECTATIONS AND MINIMUM REQUIREMENTS

PTRA students have to be actively engaged in their schoolwork to learn. Our expectations and requirements are designed to help our students succeed.

We outline our expectations in our Intake Meetings, Attendance Agreements, and Welcome emails. Students who make this effort are more likely to do well in school.

All students are expected to have–

- 100% Daily Attendance
- 90% Meet Attendance
- 45 minutes in iReady Reading and 45 minutes in iReady Math weekly
- All iReady Diagnostics completed

Middle School students are also expected to have–

- 20 hours in Edmentum weekly

We want all of our students to meet our expectations every month. However, meeting our minimum requirements is enough for students to stay in PTRA. It shows they made some effort in their education.

The minimum that students must do to stay in PTRA is–

- 90% Daily Attendance
- 50% Meet Attendance
- 25 minutes in iReady Reading and 25 minutes in iReady Math weekly
- All iReady Diagnostics completed

Middle School students are also required to have–

- 10 hours in Edmentum monthly

We review student attendance and work each month. Students who haven't met the minimum requirements must meet them the next month. If they don't, they may be required to return to in-person school.

We work hard to make PTRA a place where students can learn and grow. If a student isn't making progress with us, they likely need to be in a school with hands-on in-person assistance.

CALENDAR

Our calendar is on our website.

EMERGENCY CLOSURE

If there is an emergency closure, parents/guardians will be contacted by phone, text, and/or email through our automated notification system, BrightArrow. When BrightArrow calls, it will leave a message if you are unable to answer. If you see a missed call from the school, check your messages. You may also check local news beginning at 6:30 am for information about school closures due to inclement weather, or check the district website. DO NOT call the school office. School telephone lines must be left open for school district information.

PARENT/GUARDIAN-TEACHER CONFERENCES

Parent/guardian-teacher conferences are scheduled throughout the year–see the school calendar on our website for current dates. Parent/guardian-teacher conferences are important to students' education and it is important for you and your student to attend.

PROGRESS ASSESSMENTS

Progress reports or report cards are issued at the end of each grading period. Students' progress toward meeting the Oregon State Standards will be reported and may include student work samples and scores. Progress will be reported on a District-approved report card and may include student work sample scores. Older students will help to report their progress during conferences.

RETENTION

If retention is a consideration, parents/guardians will be notified. A conference will be scheduled with the teacher and the principal. The decision to retain a student is made in the student's best interest to help them gain the academic and/or social skills they need for success in school.



LET US GET TO KNOW YOU

STUDENT RECORDS

Student records are confidential. Federal and State laws specify who may see student records and the procedures for release of records. Parents/guardians have the right to examine their child's records. Your school principal will be happy to assist you.

Directory information is information contained in a student's educational record that is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through the appropriate procedures.
1–Student's name.
2–Date and place of birth.
3-Participation in officially recognized sports and/or activities.
4–Weight and height of athletic team members.
5–Dates of attendance.
6–Degrees or awards received.
7–Most recent previous school or program attended.

REGISTRATION

Registration is required each school year to update your student's records and to let the school know you will be returning. Students are required to have a birth certificate and immunization record on file at the school.

TRANSFERS

Phoenix-Talent School District students may request to attend PTRA by contacting us directly. Students from other Oregon school districts may begin the process by contacting the administration at their current school and obtaining an interdistrict transfer request form signed by their school district. Then, parents/caregivers may contact PTRA for an intake meeting. Transfers into or out of PTRA are preferred to be done at the beginning/end of school quarters, however, special circumstances will be looked at on an individual basis.

Notify the school office as soon as you know your child will be transferring out of the school or district, and ensure all school materials including Chromebook and charger are returned to school. Records will be transferred upon request from the receiving school.

STAY WELL

ACCIDENTS

It is the District's intent, in the event of an accident, to provide first aid. If further medical attention is required, it is the parent/guardian's responsibility. In the event of serious injury, emergency medical personnel will be called.

COUNSELING

Counseling services are available at the elementary schools on a limited basis. We have a psychologist who visits the schools periodically. Please contact the Principal for information on available services.

HEALTH SCREENINGS

Teachers and parents/guardians can request Speech/Language/Hearing screenings throughout the year. The screening takes a few minutes and is used to help determine if further testing is needed. Please contact our office to request a screening. A teacher will contact you for consent if they would like your child to be screened. Vision screening is performed every fall by the Lions Club, and dental screening and treatments are provided by La Clinica. Information will be emailed home before the screenings. If you would like your child to be screened and/or receive treatment, please contact our office for an appointment. If further screening is needed, the parent/guardian will be informed.

IMMUNIZATIONS

Oregon law requires that each student be immunized against certain communicable diseases before attending classes. Students may be denied the privilege of attending school in person until accurate records are presented to the school. Immunizations may be obtained quickly and at reduced cost through Jackson County Health Department (541-776-7300), La Clinica (541-535-6239), or the School-based Health Center at Phoenix Elementary (541-535-1065).

MEDICATIONS

State law mandates that schools cannot distribute any medication without a medication form signed by the parent/guardian, whether over-the-counter or prescription. The medication form is available in the school office and must be filled out before medication is distributed by the school. Medications must be in their original package.

STUDENT INSURANCE

The District does not provide medical accident insurance for students for school-related injuries. However, the District does make low-cost student accident insurance available for voluntary purchase. If you do not have medical coverage, we highly recommend purchasing this insurance for your child. While we work hard to attend to your child's safety, accidents can

and do happen. Accident-related injuries to uninsured students can cause financial hardship for families. All costs related to paramedic transportation, x-rays, examinations, and/or treatment are the sole responsibility of the family.

SUICIDE PREVENTION AND INTERVENTION

Schools are exceptionally resilient and resourceful organizations, whose staff members may be called upon to deal with a crisis on any given day. Schools can be a source of support and stability for students and community members when a crisis occurs in their community. Accordingly, the Suicide Prevention and Intervention Plan is intended to help school staff understand their role and to provide accessible and effective tools. The entire plan can be found on our District website.

WELLNESS PROGRAM

To ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the district created a Wellness Program consistent with state and federal requirements. The Wellness Program includes nutrition education, serving healthy and appealing foods, developing food-use guidelines, and establishing liaisons with nutrition service providers. A complete copy of the Wellness Program is located on the District website.



HAVE FUN

FIELD TRIPS

Field trips, in general, are an extension of classroom instruction. Information will be emailed home regarding each field trip. Families provide transportation and accompany their students on PTRA field trips. Children who are not enrolled in PTRA must be accompanied by their parent/guardian.

MEDIA CENTER (LIBRARY)

Students may use the PES/TMS media centers to check out books, do research, and study. Students are responsible for the items they check out. If books are lost or damaged, students are expected to pay for the loss or damage. PES has parenting information to check out.

ELEMENTARY SPORTS

Opportunities for elementary students to participate in sports are offered through our community partners, such as Little League baseball, Pop Warner football, and local soccer leagues. Parents/guardians will be informed of these opportunities through email as they arise.

MIDDLE SCHOOL ATHLETICS & ACTIVITIES

Middle School sports are available through Talent Middle School (TMS). PTRA students who join TMS sports teams need to provide their own transportation to/from TMS. There is a $35 charge per varsity sport with a family maximum of $200, including fees paid for PHS students.

Sports available at TMS

- Cross Country
- Volleyball
- Football
- Basketball
- Wrestling
- Track and Field
- Band

TMS sports eligibility policy

TMS athletics are offered to all 6th, 7th, and 8th-grade Phoenix-Talent students. Participating students must have all of the following: completed online registration, current sports physical, and health insurance. Please see the Athletics & Activities section of the TMS website for more information.

MIDDLE SCHOOL CLUBS & GROUPS

PTRA students interested in TMS clubs and groups should ask TMS about them. Families are expected to provide transportation to and from club meetings and events.

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

SCHOOL RULES

Be safe!

- No fighting.
- Use problem-solving skills and strategies to solve problems.
- Walk in the building and on the sidewalks.
- Bicycles, skateboards, and skates are not to be used on school grounds.
- No use of drugs, alcohol, or tobacco.

Be respectful!

- Be kind and inclusive.
- Show respect to self and others
- No swearing.
- Avoid inappropriate intimate behavior.

Be responsible!

- Follow the directions of all school staff.
- Obey classroom rules.
- Personal items that may cause a distraction are not allowed at school.
- Cell phones will be turned off and put away or stored in the classroom cell phone organizer while on campus. Responsible use may be allowed at the teacher's discretion. They will be confiscated if misused. Phoenix-Talent School District is not responsible if they are broken, lost, or stolen.

PLAYGROUND RULES

1. Only throw balls or items intended to be thrown.
2. Swing sitting down, and only swing back and forth.
3. Use the equipment safely.
4. Do not climb on anything not made for that purpose.
5. All students may play any school-authorized game.
6. No contact sports.
7. No play or pretend fighting, shooting, karate, or wrestling.
8. When a whistle blows, stop and look in the direction of the whistle.
9. Obey game rules and take care of equipment.
10. Play in designated areas only.

DRESS CODE

Responsibility for dress rests primarily with students and their families; however, the district expects student dress to meet standards that ensure the following conditions do not exist:

- Disruption or interference with the classroom learning environment.
- Threat to the health and/or safety of the student concerned or of other students.

The district's dress code is established to promote safety, prevent disruption, and support healthy hygiene habits.

- Dress and footwear should be suitable for the work students do. Special classes may require special dress for safety reasons.
- Students have freedom of expression in their dress as long as it is not inappropriate and does not put any student in danger, disrupt the classroom environment, or interfere with another student(s) access to education.*
- Wearing clothing or accessories displaying drug, alcohol, tobacco, marijuana, or gang symbols, hate speech, obscenities, or sexual innuendo is prohibited.
- Clothing should cover from armpits to mid-thigh. Underwear and undergarments should be concealed.

If a student is not dressed appropriately, we will work with the student to correct their outfit as necessary.

*See Every Student Belongs Policy

BUS RULES

All students who ride a school bus must abide by the following Code of Conduct:

1. Students shall be under the authority of the bus driver.
2. Students shall refrain from fighting, wrestling, or boisterous activity.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. Students shall cross in front of the bus or as instructed by the bus driver when necessary to cross the road.
9. Students shall not extend their hands, arms, or heads through bus windows.
10. Students shall have written permission in order to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the driver.
13. Students shall keep the bus clean, and must refrain from damaging it.
14. Students shall be courteous to the driver, fellow pupils, and passers-by.
15. Students shall forfeit their privilege to ride on the buses if they refuse to promptly obey the directions of the driver or refuse to obey.

Riding the school bus is a privilege and disciplinary action will be taken when students do not follow the bus rules. Video cameras may be used on the buses to help monitor student behavior; students will not be notified when the camera is being used.

The bus driver may issue students violating the Code of Conduct a citation. Consequences include warning, assigned seating, family conference, behavior contract, etc., and/or suspensions of up to 10 days, or expulsion (for the remainder of the semester or year) from the bus privilege. Any time bus riding privileges are suspended, the bus supervisor shall notify the

families. The third (3rd) citation and any "severe" citations will result in suspension (up to 10 days). The fourth (4th) citation will revoke bus-riding privileges for a minimum of two (2) weeks or the balance of the school year. Consequences for citations may be appealed by the student and family to the Superintendent and the Board. Students are reminded that buses are equipped with video cameras, which record student behavior. Citations may be issued on the basis of video information.

INTERNET AND COMPUTER USAGE

The Phoenix-Talent School District is networked, and students have the opportunity to learn via computer. However, using technology as a learning tool is a privilege accompanied by serious responsibility. Our intent is to provide Internet access directly related to classroom educational goals and objectives. We will monitor online activities, including the use of "filtering" software and computer history files. Still, student users and their parents/guardians are ultimately responsible for the students' appropriate educational use of the Internet.

School computer users should have no expectation of privacy in email or any other computer use. Teachers and other network staff will review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect files stored on school servers to be private.

Actions including, but not limited to, the following are not permitted:
1–sending, receiving, or displaying offensive messages or pictures
2–using obscene language
3–harassing, insulting, or attacking others
4–damaging computers, computer systems, or computer networks
5–violating copyright laws
6–using another's password
7–trespassing in another's folder, work, or files
8–intentionally wasting limited resources
9–using the network for commercial purposes (no buying or selling)
10–giving out any personal information via the Internet (address, phone number, etc.)
11–any use of the Internet that would be considered inappropriate with any other form of media at school
12–downloading or installing any information or software that has no directly related educational purpose.
Any violations of the intent of the above policy will be cause for disciplinary action, including monetary restitution for any damages caused by the student's inappropriate computer use.

AI AND CHATGPT

Students should ensure their work is entirely their own, avoiding plagiarism and respecting copyright laws. Resources like AI or ChatGPT can be used to learn and find information, but they should not be used to complete schoolwork. Using AI tools to do schoolwork is against

school rules. Students must submit only original work that reflects their own effort and knowledge.

BEHAVIORAL SUPPORT

We believe that good citizenship and good academic performance are naturally related. The goal is for students to become independent, self-directed learners.

Positive Behavioral Interventions and Support (PBIS)
We believe focusing on positive behavior creates a positive school. Students must know the rules, be responsible for following these rules, and be aware of the consequences when they are broken.

Collaborative Problem Solving (CPS)
Collaborative Problem Solving is used to walk students through their situation and come up with strategies they could use to prevent the problem from happening again. We approach misbehaviors as an opportunity to teach wanted behaviors. We believe all students want to do the right thing and if they are not, then they may need a particular skill developed.

Restorative Practices
We embrace a restorative practices approach. When harm is caused, all parties are afforded an opportunity to share impact, take accountability, express needs, and repair harm through mutual agreements.

HARASSMENT & BULLYING

Hazing, harassment, intimidation, bullying, menacing, cyberbullying, and teen dating violence by students, staff, or third parties is strictly prohibited and will not be tolerated in this school or district. Each student has the right to a safe learning environment.

Harassment on the basis of race, religion, sex, national origin, disability, parental or marital status, or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students. Demeaning jokes, stories, or activities directed at a student are considered forms of harassment.

Sexual harassment includes demands or requests for sexual favors in exchange for benefits; unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal that interferes with a student's education or a staff member's ability to do their job or creates an intimidating, offensive, or hostile environment; assault when sexual contact occurs without consent; and other verbal or physical conduct of a sexual nature, but does not include conduct necessary to a staff member's job.

The School and/or District will promptly and reasonably investigate allegations of harassment. Any student or staff who has knowledge of or feels they are a victim of harassment should immediately report their concerns to either of the assistant superintendents.

Violation of this policy may result in discipline, up to and including suspension and expulsion. The School/District has the authority to report students in violation of this policy to law enforcement officials. Retaliation against a person who is a victim of, is thought to have reported, files a complaint, or participates in an investigation or inquiry is strictly prohibited. (See Board Policy JBA/GBN and JFCF for exact policy verbiage)

SEVERE DISRUPTIONS

Serious misbehavior including fighting, vandalism, abusive language or gestures, harassment (including pantsing), refusal to follow directions, or use of drugs, alcohol, or tobacco will result in the student being sent immediately to the office and may lead to a parent/guardian conference and/or a suspension from school. In these cases, parents/guardians will be contacted immediately, even at work. Law enforcement agencies may also be involved in violations of this type. Repeated violations may result in expulsion from school.

SEARCH AND SEIZURE

District officials may search a student's person and property when they have reasonable suspicion to believe that a student is in possession of an item that poses an immediate risk or serious harm to the student, school officials, or others at the school or school-sponsored activity.
1- Searches shall be reasonable in scope.
2- District property including desks, shelves, and cabinets may be searched at any time.
3- Drug-detection dogs and metal detectors, or similar devices, may be used only with the superintendent's authorization.
4- Student searches by law enforcement officials ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.
5–Any item in violation of law, Board policy, or school rules may be seized.
(See Board Policy JFG for exact policy verbiage)

SUSPENSION/EXPULSION

Oregon law OAR 581-21-055 established the following guidelines for discipline–
Students shall comply with the written rules of the school district board, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion. Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:
1--Theft
2--Disruption of the school
3–Damage or destruction of school property, or private property on school premises or during a school activity
4–Assault or threat of harm
5–Possession or use of weapons, including but not limited to firearms, knives, metal knuckles, poisons, etc., and replicas of such is prohibited. Consequences for disregarding this rule may

include seizure of the item, expulsion, and/or referral to local law enforcement. (See Board Policy JFCJ for exact policy verbiage)
6–Possession or use of drugs, alcohol, tobacco, or inhalant delivery systems. Consequences for disregarding this rule include discipline up to and including expulsion, and/or involvement of local law enforcement. (See Board Policies JFCG-AR/JFCG/JFCH/JFCI for exact policy verbiage)
7–Persistent failure to comply with rules or the lawful directions of teachers or school officials

Suspension is a serious consequence reserved for misbehaviors including but not limited to fighting, physical, sexual, verbal, or cyber harassment, serious defiance or disrespect, using or bringing illegal items to school, vandalism, etc. If your child is suspended, you will be contacted at home or work and, if necessary, be asked to pick your child up from school as soon as possible. Students are to keep up with schoolwork during the suspension, but may not attend or participate in any school activities such as sports, dances, parties, etc.

All suspensions are done under Oregon law OAR 581-21-0065. Suspensions will be no longer than 10 school days. A written notice of suspension will be given and parents/guardians will be notified in accordance with Oregon law. A copy of the law will be available upon request.

Expulsion is a last resort in cases of repeated or extreme misbehavior. Oregon law OAR 581-21-0070 sets the guidelines used for expulsion. Written notice will given to the student and parent/guardian in person or by certified mail. The notice will include details about the charges and supporting facts, and information about the student's right to a hearing, including when and where it will happen. It will also let the student know they can have a lawyer or someone else to help them. The district offers expelled students alternative educational opportunities. (See Board Policies JGD/JGE for exact policy verbiage)

USE OF PHYSICAL FORCE

Oregon law ORS 339.250 authorizes an individual who is a teacher, administrator, school employee, or school volunteer to use reasonable physical force upon a student when and to the extent the application of force is consistent with ORS 339.285 to 339.303, and the individual reasonably believes it is necessary to maintain order in the school or at a school activity or event, whether or not it is held on school property.



YOU SHOULD KNOW

PRIVATE CLUBS

Private clubs or groups are not allowed at school. All clubs or groups formed at school must have administrative approval and be open to all students. This policy also refers to extra-curricular activities.

LOST AND FOUND

All items that your child brings or wears to school should be marked with the child's name. Parents/guardians need to check Lost and Found periodically for lost items. Items left unclaimed for 90 days will be donated to a charitable organization.

PHOTO POLICY

Student photos, artwork, and photos of classroom activities or events may be posted on our school or district website, social media, associated publications, or yearbook.
Parents/guardians can opt out their student from published photos in their enrollment forms or by completing a Photo Permission Form. Please see the school office for more information.

VIDEO SURVEILLANCE

The district uses video cameras on its property to help keep everyone—staff, students, and visitors—safe, and to protect its facilities and equipment. Students who don't follow district policies, rules, or laws might face disciplinary actions, including law enforcement involvement if necessary. Video recordings may become a part of a student's educational record. (See Board Policy ECAC for exact policy verbiage)



ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of alternate learning styles or needs, or when:

- Two or more severe disciplinary problems occur within a three-year period;
- Attendance is so erratic the student is not benefiting from the education program;
- A student's parent/guardian or an emancipated student applies for exemption from compulsory attendance on a semiannual basis;
- An expulsion is being considered or a student is expelled.

Examples of alternative education program options could include: online coursework, independent study, and tutorial instruction. Individual notification of alternative education shall be hand-delivered or sent by certified mail. Every effort shall be made to provide parents/guardians with individual notification prior to an actual alternative school placement.

DIPLOMA OPTIONS

The District will ensure that students have access to the appropriate resources to achieve a standard diploma, modified diploma, extended diploma, or alternative certificate at the high school level. Beginning in grade five, the District will provide information annually of the availability of a modified diploma, an extended diploma, and an alternative certificate to the parents/guardians or guardians of a student taking an alternate assessment.

Modified Diploma

OAR 581-022-2010 defines the requirements for awarding, and eligibility criteria for receiving a modified diploma. A school shall grant eligibility for a modified diploma to a student who has:
1–a documented history of an inability to maintain grade-level achievement due to significant learning and instructional barriers inherent in the student, or
2–a documented history of a medical condition that creates a barrier to achievement.

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

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunity and treatment shall be provided to all students. No student legally enrolled in the district shall, on the basis of age, sex, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture,

socioeconomic status, capability, or geographic location, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any educational program activity administered or authorized by the Board of Education.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Under the McKinney-Vento Act, homeless children and youth are entitled to immediate public school enrollment, immediate access to the free meal program as well as other benefits. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence. It includes children and youth who:

· Are sharing the housing of other persons due to loss of housing, economic hardship or similar reason;

· Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

· Are living in emergency or transitional shelters;

· Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.

If you wish to schedule a meeting to discuss your concerns please contact the principal or the Director of Community Care/Homeless Education Liaison at 541-897-3730.

PRIVATE SCHOOLING

Placement

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

Therefore, for any regular education, 504, or IDEA student, a parent/guardian must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least ten business days prior to obtaining private services. The notice must include the parent/guardian's intent to obtain private services, the parent/guardian's rejection of the educational program offered by the District, and the parent/guardian's request that the private services be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

Limitation on Services

Children who are enrolled by their parents/guardians in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the

private school or at a public school; the District must offer transportation for the child to access these services.

When Reimbursement Is Not Required
If a student with a disability has a free appropriate public education available to him/her and the parents choose to place the student in a private school, the district is not required to pay the cost of the student's education, including special education and related services, at the private school.

When Reimbursement May Be Required
A court or hearing officer may require a school district to reimburse parents/guardians for the cost of private school placement made without the consent of or referral by the school district only if:

· The child received special education and related services under the authority of a public agency before enrolling in the private school; the court or hearing officer finds that at that time, the school district did not make a free appropriate public education available to the child in a timely manner; and
· Parent/guardian provided notice removing the child from public school.

For further information, call the Assistant Superintendent of Teaching and Learning at 541-535-7502.

SPECIAL PROGRAMS

Due to the online nature of PTRA, special education services are limited. Parents may inquire as to the availability of service for their identified special-needs student. In some cases, parents may need to choose to decline services in order to have their student attend PTRA.

All school employees are highly qualified. Students may receive assistance with language arts or math as appropriate. Students may be referred for an evaluation by staff or by parents/guardians. Parents/guardians are asked to give written permission for evaluation of the student's abilities and performance. If a student is eligible for services, an Individualized Education Program (IEP) will be developed by school staff and parents/guardians. Depending on available services, students will receive instruction and services that best meet their educational needs. For additional information, call your child's teacher or principal.

Services are available for students who are not proficient in English as a primary language.

If you suspect that your child may have a disability, you may request a meeting with school staff to discuss the possibility of obtaining an evaluation to determine your child's eligibility under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. You may obtain additional information on both of these programs by contacting the District Special Education Director, the building principal, or the Oregon Department of Education. If you wish to schedule a meeting to discuss your concerns please contact the Principal of your child's school or the Director of Special Education at 541-535-7522.

PTS DISCLAIMER

Please note that the information provided in this student handbook is intended for general guidance and informational purposes only. While every effort has been made to ensure the accuracy and currency of the content, the school or institution assumes no responsibility or liability for any errors, omissions, or outdated information.
The policies, rules, regulations, and procedures outlined in this handbook are subject to change
without notice, and students are advised to verify any important information with the relevant school authorities or official sources.
Furthermore, this handbook is not intended to be a substitute for professional advice or individualized guidance. Students or parents should consult with appropriate faculty members, advisors, or administrators for specific inquiries or concerns related to academic, administrative,
or other matters.

By using this student handbook, you acknowledge that you have read, understood, and agreed to the terms of this disclaimer. The school or institution reserves the right to update, modify, or remove content from this handbook as deemed necessary and appropriate.



Revised 4/28/2025