

2026-2027 Student & Family Handbook



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Introduction

In North Clackamas, families and the community work in concert with the district to support our students. Students can expect to be challenged to think deeply, solve problems, and enjoy learning in respectful and safe schools. Every person at North Clackamas Schools is committed to keeping students engaged in school and ready to learn. Our intent is to provide the support that is needed to help students make good choices that will lead them through graduation. This handbook outlines how our district works to help students be successful and provides transparency for our students and families to get the help they need.

All schools maintain a school website that contains relevant information and dates for students and families. Students and parents/guardians should monitor student progress using the ParentVue and StudentVue links on your school website. If you would like help accessing the websites or links, contact your teacher or school office staff.

This guide was produced through the efforts of cross representational committee following extensive research of best practices and engagement of students, families, staff and community members.

All students will be held accountable for their behavior and failure to abide by the guidelines for student behavior can result in the discipline outlined in the handbook. Failure to review this handbook does not excuse any individual from complying with the handbook, North Clackamas School District policies, regulations, and guidelines.

North Clackamas School District reserves the right at any time to add to the policies, regulations and behavioral standards contained in the handbook. A copy of the handbook is available upon request at your student's school office or online at **www.nclack.k12.or.us/handbook**.

The North Clackamas School District recognizes the diversity and worth of all individuals and groups. It is the policy of the North Clackamas School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, or disability in any educational programs, activities or employment. More information on North Clackamas School District's stance on sexual harassment can be found in policies **JBA/GBN-AR(6)** and **JBA/GBN**. For inquiries regarding discrimination or the Americans with Disabilities Act (ADA), contact Title IX Coordinator Michelle Riddell at 503-353-6000. NCSD's Section 504 Program Manager is Rob Holloway - 503-353-6000.

Sabin-Schellenberg Professional Technical Center's Career and Technical Education opportunities are available to all students, including federally protected classes and do not discriminate on any basis including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial or economic status. Lack of English language skills will not be a barrier to admission and participation in Career & Technical Education programs at Sabin-Schellenberg Center. For inquiries regarding discrimination or the Americans with Disabilities Act (ADA), contact Sabin-Schellenberg Title IX and Title II Coordinator: Ajai Huja (503-353-5941 hujaa@nclack.k12.or.us) or Section 504 coordinator: Lindsay Kane (503-353-5949 kanel@nclack.k12.or.us) 14211 SE Johnson Rd., Milwaukie, OR 97267.

For more information, go to **www.nclack.k12.or.us**.

For all policies, go to **www.nclack.k12.or.us/policy**.

North Clackamas School District Board Members

- Paul Kemp - Position #1
- Jena Benaloga - Board Chair, Position #2
- Glenn Wachter - Position #3
- Tory McVay - Position #4
- Samantha Tamtreng - Vice Chair, Position #5
- April Olson - Position #6
- Monica Di Pietrantonio - Position #7

NCSD Strategic Plan 2022-27

Our Mission

Inspiring graduates who are empowered to act with courage in life and to strengthen local and global communities.

Our Vision

We build relationships with students to honor their cultural heritage, foster their physical, social, and emotional well-being, cultivate joy in learning, and engage each student to reach their full potential. We create environments where students are inspired to be creative and critical thinkers as they prepare for success in life, college, and career.

Our Core Values

Equity • Relationships • Integrity • Empowerment • Care

Equity Focus

North Clackamas School District is committed to examining and improving our system by affirming students' many identities while building inclusive, barrier free schools and workplaces.

NCSD's Strategic Points

- **Student Experience & Success** — We prepare each student through engagement, effective instruction, empowerment, and skill development in order to succeed in life and career
- **People & Culture** — We foster a welcoming and affirming environment through intentional, culturally inclusive practices where each student and employee is equipped to perform at their highest level
- **Family & Community Collaboration** — We elevate student achievement and well-being through collaboration and active partnership with families and community
- **Resources & Service** — We maximize resources and services through strategic investment, innovative practices, and continuous improvement processes to strengthen the school community and advance student outcomes

North Clackamas School District Department Contacts

General Information	503-353-6000	
Superintendent	Shay James	jamess@nclack.k12.or.us
Chief of Staff	Tiffany Shireman	shiremant@nclack.k12.or.us
Assistant Superintendent of Education	Ivonne Dibblee	dibbleei@nclack.k12.or.us
Chief of Operations	Teresa Neff-Webster	neffwebstert@nclack.k12.or.us
Communications & Community Relations	Curtis Long	longc@nclack.k12.or.us
Secondary Programs	Petra Callin	callinp@nclack.k12.or.us
Elementary Programs	Patricia Ahrens	ahrensp@nclack.k12.or.us
Nutrition Services	Greg Collins	collinsg@nclack.k12.or.us
Student & Family Services	Jennifer Dove-Kiltow	kiltowj@nclack.k12.or.us
Special Education	Rob Holloway	hollowayr@nclack.k12.or.us
District Section 504 Manager	Rob Holloway	hollowayr@nclack.k12.or.us
Title II of ADA Officer	Michelle Riddell	riddellm@nclack.k12.or.us
Transportation	Kathy Calkins	calkinsk@nclack.k12.or.us

Section 1: Rights and Responsibilities

Students

Rights	Responsibilities
1. To be treated with respect and dignity 2. Civil rights, including the rights to equal educational opportunity and freedom from discrimination 3. The right to attend free public schools 4. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights 5. The right to free inquiry and expression 6. The right to privacy, which includes privacy in respect to the student's school records 7. The right to know the behavior standards expected as well as the consequences of misbehavior 8. To have information shared in a language they understand	1. Coming in everyday prepared to learn 2. Arriving to school on time - each day 3. Bringing items to school that support a positive learning environment and are intended for learning 4. Knowing and following guidelines for student behavior 5. Working hard to do their best in class and with school work 6. Learning to resolve conflict in positive ways 7. Showing respect for and cooperating with other students and adults 8. Engaging and being a positive member of the learning community 9. Treating others with respect and dignity

Staff

Rights	Responsibilities
1. A working environment that demonstrates respect for human values 2. A working environment that fosters shared responsibilities of learning, leading, and growth 3. To be treated as a professional 4. To know the supports available for interventions: instructional, emotional, behavioral, family support, etc. 5. Professional development	1. Respecting, encouraging, and supporting students and families 2. Believing that all students can achieve and take action to create access for learning 3. Building relevant and meaningful relationships with students 4. Defining and communicating clear academic and behavioral expectations for students 5. Providing a safe, positive, and inclusive learning environment 6. Creating an atmosphere of open communication for students seeking help 7. Communicating and collaborating with families to support and challenge their children 8. Working toward greater student achievement, equity, and quality programs

Parents

Rights	Responsibilities
1. Be heard and involved in their child's educational experience 2. Receive regular official reports of their student's academic progress and attendance 3. Make recommendations and give input to educational planning	1. Being safe on our campus and at school events 2. Staying informed 3. Having high expectations for their children as individuals

4. Request and be granted conferences with teachers and/or the principal
5. Receive explanations from teachers concerning their reporting of student performance
6. Receive information and prompt notification of inappropriate or disruptive behaviors by their children and any disciplinary action taken by administrators or other school staff
7. Read all school records pertaining to their student, within appropriate guidelines
8. Obtain full information on any rights referred to but not explained in this handbook
9. May inspect any survey created by a third party (including the school district) before the survey is administered or distributed by the school to students
10. Utilize established channels of communication with school and/or district office personnel
11. Visit with the school within guidelines established by the School Board
12. May request to inspect and/or review the educational record of their child, pursuant to Oregon Revised Statutes

4. Ensuring their children attend and arrive to school on time - each day
5. Finding a place at home for school work and making sure that school work is completed
6. Helping their children learn and resolve conflicts in positive ways
7. Communicating and collaborating with teachers and other school staff to support their children's learning
8. Reviewing school rules and assisting the child with adhering to guidelines for student behavior

Community

Rights	Responsibilities
1. Access to community engagement opportunities and School Board meetings	1. Respecting, encouraging, and supporting students, families, and educators
2. Collaborate for healthy communities	2. Being active, contributing partners with the schools
3. Be informed on district policies, issues, and success	3. Making North Clackamas a safe and exciting place for people to live and work

Section 2: Student Information

Student and Family Resources

Each school has key resources to help each student succeed. If you have questions, see your school administrator, main office staff, or school counselor. Every student and parent or guardian is encouraged to develop a collaborative relationship with the staff in the classroom and at school to make the most of their educational experience.

Elementary Schools: Common questions or concerns that staff will help with:

- Making friends
- Safety and security
- Free or reduced meals
- Emergency food
- Enrichment opportunities
- Helping with homework
- Evaluation and testing
- How to volunteer
- How to get a student involved in activities

Middle School: Common questions or concerns that staff will help with:

- Inclusion in classes, school activities, sports, performing arts, clubs, etc.
- Collaboration and mediation
- Fitting in or image issues
- Nutrition and personal care
- Readiness for high school
- Checking grades and assignments
- Technology resources
- Community partnership
- Accessing mental health supports

High School: Common questions or concerns that staff will help with:

- Getting involved
- Tutoring or extra support
- Making up credit
- Naviance (online system for college and career support)
- College placement and testing preparation (SAT / ACT)
- Accessing career technical courses at Sabin Schellenberg Center
- Course placement
- Community partnership
- Accessing mental health supports

District Office: Common questions or concerns that staff will help with:

- Translation services
- Volunteer opportunities
- Evaluation and testing

Wichita Center for Family and Community
6031 SE King, Milwaukie — (503) 353-6091

Visit our website: North Clackamas Website
North Clackamas students and families should take advantage of the enrichment classes, community activities, and family services at Wichita Center. There is something for everyone, including:

- Parent education
- Student enrichment opportunities
- NCSD clothes closet
- Facility scheduling for all NCSD K-8 buildings
- NCSD food pantry

We also have referrals that can be made by parents, guardians, teachers, principals, school counselors, school nurses, and community members. We have the following information and can assist with referrals, including:

- Food
- Clothing
- Hygiene items
- Housing/families experiencing houselessness
- Parenting
- Family safety
- Individual and family counseling
- Domestic violence
- Food stamps
- Medical care
- Dental care
- Oregon Health Plan/medical insurance
- Housing/utility assistance

Donations: Donations of children's clothing, school supplies, hygiene items and non-perishable food items are gladly accepted. For more information about tax deductible donations, please contact our office at (503) 353-5663

Admission of Resident Students
Policy Reference: JECA – Admission of Resident Students

Students of school age who reside within the district attendance area may attend school without paying tuition. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year. The district may admit otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma. These students may attend school without paying tuition for the remainder of the school year.

Early Entrance
Policy Reference: JEBA – Entrance Age

Kindergarten: Any child whose fifth birthday falls on or before September 1 is eligible to enter Kindergarten at the opening of school in September of the same year. Proof of birthdate is required at registration. There will be no exceptions to the birthdate requirement for enrollment in Kindergarten.

First Grade: Any child whose sixth birthday falls on or before September 1 is eligible to enter the first grade at the opening of school in September of the same year. Proof of birthdate is required upon registration.

Early Entry Exception: Early entry into first grade will be allowed prior to attainment of age six for any student whose needs would best be met by such placement. The decision regarding early entry to first grade will be based on observation and testing by qualified professional staff of the child's physical, social, emotional, and cognitive development in a North Clackamas School Kindergarten setting.

Attendance
Policy Reference: JEA – Compulsory Attendance and JED - Student Absences and Excuses

An important part of a student's preparation for adult life is to develop a positive attitude toward attendance through a responsible attendance pattern in school. We believe that every course emphasizes the participation of students and needs their committed, regular presence to allow for the greatest educational success. No classroom activity or experience can ever fully be replicated outside that time and place of its environment. As a result, students need to miss as few classes as possible.

Student absences can hamper course progress and lead to increased work for students and teachers in attempting to make up for lost experiences. **Oregon Law (ORS 339.065)** requires regular attendance. Parents or guardians of a child who has not completed the twelfth grade are required to enroll the child and maintain the child in regular school attendance.

ORS 581-023-0006(4), (6) requires school districts to withdraw from the school's active enrollment, any student who is absent for ten (10) consecutive days.

Automated absence phone calls will be made to parents/guardians at the following times:

- Elementary: 30-60 minutes after the start of school
- Middle School: Between 11:05-11:35 (one hour later on Wednesday late start)
- High School: Between 10:05-10:50 and at 6:05 pm

Student Fees
Policy Reference: JN – Student Fees, Fines and Charges

The Board recognizes the need for student fees to fund certain school activities which are not funded by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of their inability to pay these supplementary charges; however, no student is exempt from charges for lost or damaged books, computers, locks, materials, supplies, and equipment.

Annually, the Board approves all district student fees. All student fees and charges, both optional and required, will be listed and described annually in the North Clackamas Schools Student and Family Handbook. Students will be notified of the due dates for such fees and charges as well as of possible penalties for failure to pay them. In accordance with the law and with district policy restrictions and/or penalties may be imposed until such fees, fines, or charges are paid.

2026-27 High School Fee Schedule
Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

North Clackamas High Schools		
Courses	**Semester Fees**	**Year Long Fees**
Acting Courses		$25
Performing Arts (band, orchestra, choir, percussion, guitar)	$25	$50
Photography, Ceramics, and Art	$25	$50
Student Body Activity Fee		$35
Home High School Parking	$35	$70
Yearbook		$55
Athletics (per sport—$425 for an individual or $700 per family)		$200

Sabin-Schellenberg Professional Technical Center		
Courses	**Semester Fees**	**Year Long Fees**
Intro to Agriculture and Natural Resources		$15
Intro to Barbering	$20	
Barbering 1		$50
Intro to Cosmetology	$20	
Cosmetology 1, 2, & 3		$50
Intro to Culinary Arts	$25	
Culinary Arts 1		$50
Food Handlers Card—Required for some courses		$10
Fire Science 1 & 2		$25
Forestry 1, 2, & 3		$25
Automotive Service Tech 1, 2, 3, & 4		$40
Automotive Upkeep	$20	
Welding 1, 2, & 3		$40
Machine Tool Technology 1, 2, & 3		$40
Intro to Health Science		$25
Health Science 1 & 2		$50
SSC Parking—District transportation provided, parking optional	$35	$70
Intro to Manufacturing and Engineering	$20	

Education Records
Policy Reference: JO/IGBAB – Education Records/Records of Students with Disabilities

The primary reason for the keeping and maintaining of education records for students is to help the individual student in their educational development by providing pertinent information for the student, their teachers, and their parents/guardians. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

The district shall maintain confidential education records of students in a manner that conforms to state and federal laws and regulations. Information recorded on official education records should be carefully selected, accurate, and verifiable and should have a direct and significant bearing upon the student's educational development.

The district shall forward educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

Parents/guardians of all students, including adult students, currently in attendance have the right to:

- Inspect and review the student's education records;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- 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. (See Board policy JOB – Personally Identifiable Information);
- File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and
- Obtain a copy of the district's education records policy.

The district may not withhold the grade reports, diploma, or records of students or former students who owe fees, fines, or damages. The district may impose certain restrictions and or penalties until fees, fines, or damages are paid.

The district shall give full rights to education records to either parent/guardian, unless the district has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

Family Educational Rights and Privacy Act (FERPA) - Access to Education Records

The Family Educational Rights and Privacy Act (FERPA) is a federal statute affording parents/guardians and adult students (students who are 18 years of age or older) certain rights regarding student records. The primary purposes of FERPA are to:

- Protect the confidentiality of student records;
- Provide access to parents/guardians to their student's records; and
- Provide parents/guardians an opportunity to challenge the accuracy of student records.

FERPA prohibits a school district that receives federal funds from unauthorized disclosures to third parties of any personally identifiable information contained in student records, without the written consent of the parent/guardian or adult student. The statute identifies certain exceptions to the release of information which include the release to other school officials with a legitimate educational interest and release of information pursuant to a subpoena or court order.

Directory Information

Policy Reference: JOA – Directory Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information and may be released to the public with the approval of the superintendent or designee:

- Student's name;
- Student's photograph;
- Grade level;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Honors or awards received;
- Most recent previous school attended

Student addresses and telephone numbers may be released to organizations that serve students and families, such as, but not limited to PTO, PTA, and boosters, upon permission by the superintendent or designee. Parent/guardian permission is required prior to publication of directory information on district or student publicly accessible internet web pages.

Release of Personally Identifiable Information

Policy Reference: JOB – Personally Identifiable Information

Personally identifiable information from education records shall not be released without prior written consent of the eligible student or student's parent/guardian except as permitted by state and federal laws pertaining to education records. Personally identifiable information is information contained in a student's education record which would be considered harmful or an invasion of privacy if disclosed.

Exclusions — Parents/guardians/eligible students have the right to request exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education. The request must be submitted in writing to appropriate school

officials by the parent/guardian, student 18 years of age, or emancipated student within 15 days of the annual public notice.

At no point will a student's social security number or student identification number be considered directory information.

Protection of Pupil Rights Amendment and the Elementary & Secondary Education Act

The Protection of Pupil Rights Amendment (PPRA) (20 uSC Sec. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education. The PPRA is intended to protect the rights of parents/guardians and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a Department of Education funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental/guardian consent before minor students are required to participate in any Department of Education funded survey, analysis, or evaluation that reveals information concerning:
    - Political affiliations;
    - Mental and psychological conditions potentially embarrassing to the student and their family;
    - Sexual behavior and attitudes;
    - Illegal, antisocial, self-incriminating, or demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - Religious practices, affiliations, or beliefs of the student or student's family; or
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians or students who believe their rights under PPRA may have been violated may file a complaint with the Department of Education by writing the Family Policy Compliance office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Parents/guardians may remove their student from participation in:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information to others for that purpose;
- The administration of any third party (non-Department of Education funded) survey containing one or more of the above described eight items of information; or
- Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

The district will notify parents/guardians in advance of any activity described above.

Guidelines for Responsible Use of Technology Resources and Other Electronic Systems

Policy Reference: JFCEB - Personal Electronic Devices

The Board supports students utilizing appropriate instructional technology in the school environment and anytime-anywhere learning, as both an important part of preparing children to live and work in the 21st century and a significant way to enhance the teaching and learning process. Responsible student use of instructional technology can contribute to a safe, appropriate, and focused school community. Student possession or use of personal communication devices on district property, in district facilities during the school day (including district-provided transportation) and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in policy JFCEB and consistent with any additional school rules as may be established by the principal and approved by the superintendent or designee. This is consistent with the Governor's executive order signed July 2025.

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

Responsible Use:

1. Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, consistent with the educational mission of the district and in compliance with district policy and procedure.
2. Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, consistent with the educational mission of the district and in compliance with district policy and procedure.
3. Participation in district-sponsored social media to inform and communicate with members of the school district community consistent with the educational mission of the district and in compliance with district policy and procedure.
4. Use of electronic resources for incidental personal use in accordance with all district policies and guidelines.
5. Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential NCSD information. Passwords must not be inserted into email messages or other forms of electronic communication. Passwords must not be revealed over the phone to anyone. Do not reveal a password on questionnaires or security forms. Do not share passwords with anyone, including friends or family members. Do not write passwords down and store them anywhere. Do not store passwords in a file on a computer system or mobile device (phone, tablet) without encryption. Do not use the “remember password” feature of applications (for example, web browsers). Any user suspecting their password may be compromised must report the incident to the Technology Help Desk and change all passwords.
6. Electronic resource accounts may be used solely by the authorized owner of the account for the authorized purpose.
7. District-owned devices must not be shared with any users not approved by North Clackamas School District. When sharing a device with other authorized users, log off of the device first.

Unacceptable Use:

1. Violate the **Student Responsible Use Agreement**, the district’s policies, rules regarding technology use, or any agreements signed by the student or the student’s parent/guardian regarding the use of specific technology resources.

2. Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
3. Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property.
4. Use the internet or other electronic communications to threaten, cyberbully, make discriminatory remarks or harass district students, employees, or volunteers, including off school property if the conduct causes a disruption to the educational environment or infringes on the rights of another student at school.
5. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting" either on or off school property, if the conduct causes a disruption to the educational environment or infringes on the rights of another student at school.
6. Using electronic resources to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network.
7. Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a disruption to the educational environment or infringes on the rights of another student at school.
8. Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use. "Political action or political activities" includes support of or opposition to political campaigns, candidates, ballot measures, or lobbying for or in opposition to legislation;
9. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
10. Using an electronic account authorized for another person.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner other than use that falls within the scope of "reasonable fair use." The "Fair Use Doctrine" of the United States Copyright Law (Title 17, USC) permits the duplication and/or distribution of materials for educational purposes under most circumstances.
12. Any attempts to defeat or bypass the district's internet filter or GoGuardian Teacher settings by using or trying to use proxies, https, special ports, modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal internet activity.
13. Using any electronic resources for unlawful purposes.

Student Responsible Use Agreement

Below is the information contained in the Student Responsible Use Agreement. It will be shared with students at the beginning of the school year and it is expected that students will be familiar with its contents.

Student Responsible Use Agreement

This year your school will provide students with access to the internet and to Google Apps for Education (GAFE). Google Apps for Education include free, web-based programs providing Gemini AI chat (grades 9-12 only), email (grades 6-12 only), word processing, spreadsheet, presentation, and collaboration tools. Oregon K-12 Google Apps for Education are available at school and at home via the internet.

Even though content from known inappropriate sites on the internet is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of the internet when students are at school. Parents/guardians are responsible for monitoring their child's use of the internet
when accessing programs from home. Students are responsible for their own behavior at all times.

Students - Responsible Use, Privacy and Safety

Responsible Use - The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Use of profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
- Tampering with, or gaining unauthorized access to a district owned device or to another person's drive
- Threatening another person
- Purposely accessing inappropriate websites
- Misrepresentation of Oregon public schools, staff, or students. (apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited)
- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)

Privacy

- School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Google Apps for Education system
- Limited Personal Use - Students may use Google Apps for Education tools for personal projects

Safety

- Students may not post personal contact information about themselves or other people. This includes last names, addresses, and phone numbers
- Students will not meet with someone they have met online without their parent or guardian approval and participation
- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person
- Student files and email are safe with Google Apps for Education, but it is the responsibility of the student to make backups of important documents

Digital Responsibility

- Treat others kindly. It hurts to get a mean email just like it hurts when someone is mean in the school hallway
- Be kind when using email or making a post on a forum, collaborative document, or web page. Everyone will see what you write so think before you type
- Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive, or harassing language in email correspondence, website, or on collaborative documents

- Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright
- If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person's pictures, video, music, or writing, a citation should be present. See the Creative Commons website for specifics
- Students have first amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited
- School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas

Consumer Safety (Advice for students and parents)

- Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing
- Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself
- Never open an email from an unknown or questionable source
- Never give your username or password to anyone who asks for it in an email
- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam

Access Restriction

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the North Clackamas School District. The district maintains the right to immediately withdraw the access and use of Google Apps for Education when there is reason to believe violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension or termination.

Go Guardian Notification

GoGuardian is a service that operates on our school systems (7:30 am-4:30 pm) when a student is using a North Clackamas Chromebook or is logged into the Chrome browser with their school username and password.

Teachers are able to:

- Help protect students against harmful and inappropriate online material
  - Filter out dangerous or inappropriate websites
- Help students stay "scholarly" and more focused when learning online
  - See which websites students are on during a class
  - Help students get to the correct tab or website during a class if they get lost or have trouble
  - Create groups of websites for students to use during a class
- Help communication between teachers and students during class time
  - Send private messages to students
  - Chat privately with students during a class
  - Send alerts to the whole class

Families are able to download GoGuardian Parent, a mobile app that gives families information and control over their student's online activity when on a North Clackamas Chromebook. The GoGuardian Parent app will give you an overview of your student's online activity and includes internet controls that you can set for out-of-school hours.

What is included in this app:

- Top websites they visited over the last day, week, month
- Summaries of internet use
- Ability to block websites or pause internet access on North Clackamas School District Chromebooks during out-of-school hours (4:30 pm to 7:30 am) and during the summer

To access the app, please follow the instructions below:

1. Download the app
    - **Download via Apple Store**
    - **Download via Google Play Store**
2. After the app is successfully downloaded and installed, open it up and enter the email address that you used to register at your student's school. This will send a message to that email address.
3. Check your email on your phone for a link to log in to the app. Tap "verify your email" and it will take you to the app. Note: If you don't have access to your email through the device you used to log in, tap on "log in with verification code" and copy and paste the verification code from the email into the app.

Please note that access is provided to the email addresses of the parents/guardians with the "Lives With" and "Ed Rights" indicators checked in ParentVue. **This document** shows how to review and update relationship indicators in Online Registration in ParentVue. **This video** has more information on the GoGuardian Parent App and directions on how to set up your account. If you are not sure what email address you used to register please contact your school. If you have questions about GoGuardian Parent please contact the Technology Help Desk at 503-353-5822.

Confidentiality Notice

Using electronic devices in any manner that would violate another individual's confidentiality or privacy rights is strictly prohibited under NCSD Policy JFCEB. This includes the use of the "listening-in" feature of some devices. Parents/guardians should contact their child's school administrator to discuss the steps to ensure the listen-in feature is deactivated before the device is used in the classroom.

Student Email, Internet & Google Apps and Expectations for use

Link to full district agreement

Google Workspace for Education is a service to students in the North Clackamas School District and includes web-based applications, and for grades 6-12, email for use at school and home via the internet.

Students — Acceptable use, privacy, and safety: Google Workspace for Education is primarily for educational use. Students may use apps for personal use subject to the restrictions below and the **Student Responsible Use Agreement**.

Limited Personal Use — Students may use Apps tools for personal projects. The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Use of profanity, threatening, racist, obscene, abusive, or harassing language in any correspondence
- Tampering with or gaining unauthorized access to a district owned device
- Threatening/bullying another person
- Purposely accessing inappropriate websites
- Misrepresentation of schools, staff, or students (apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
- Unlawful activities
- Personal financial gain (running a web site to sell things)
- Using apps to access, process, or transmit obscene or pornographic content, sexually inappropriate content, or files dangerous to the integrity of the network
- Recordings of classroom instruction, small groups, and one-on-one instruction shall not be used to haze, harass, intimidate, bully, menace, or cyberbully another individual. This is in violation of Board Policy JFCF and JFCF-AR. Students and parents/guardians shall not share any recordings with others (directly or via social media) or take their own video or photograph images of any classroom, small group, or one-on-one session.

Data Privacy and Security

- All users of electronic equipment must employ reasonable physical security measures. All users are expected to secure all such devices against being lost or stolen, whether or not they are actually in use and/or being carried. Electronic equipment must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- In order to protect student Personally Identifiable Information (PII) and other confidential information, the electronic equipment will have a default to initiate a password-protected lock after a period of inactivity. Users will not modify this to exceed the district maximum. (PII consists of student names, addresses, contact information, email addresses, academic records/information, etc.)
- Sharing electronic equipment with another user can expose student Personally Identifiable Information (PII) and other confidential information to a party that should not have access to the data. Users should not share electronic equipment with family or friends.
- In the event electronic equipment is stolen or lost:
    - Report the loss of the device immediately to your school administration and the district **Technology Help Desk**, 503-353-5822 so that it can be disabled to protect district information and initiate tracking of the device.
- Student files and email are safe with **Google Workspace for Education** but it is the responsibility of the student to make backups of important documents.
- Students may not post personal contact information including but not limited to **Personally Identifiable Information** (PII) about themselves or other people. This includes last names, addresses and phone numbers.
- Students will not meet with someone they have met online without their parent/guardian approval and participation.
- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- No Expectations of Data Privacy:

    - The district reserves the right to access and disclose the contents of any account on any district system, including those hosted externally such as gmail, without prior notice or permission from the account owner. As such, students have no expectation of confidentiality or privacy with respect to any communication or access made through district systems and network or on district-issued computers or devices, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, monitor, view or record the use of district systems and network (including reviewing files and other materials) at any time. By using or accessing district technology, all students agree to such access, monitoring and/or recording of their use.
    - North Clackamas School District is not responsible for the information that is retrieved via electronic resources.
    - Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Network administrators have access to all email and will monitor messages.
    - Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Including the use of 3rd party software and/or services, the district reserves the rights to monitor, inspect, copy, review, and store without prior notice any and all usage of:
    - The network
    - User files and disk space utilization (including cloud based solutions such as Google Drive).
    - User applications and bandwidth utilization
    - User document files, folders, and electronic communications
    - Email
    - Internet access
    - Any and all information transmitted or received in connection with network and/or email use operated by or through district resources
- Barring power outage or intermittent technical issues cloud backups are made of student Google Drive files for recovery of accidental loss of deleted files. Recovery is not guaranteed.
- While filtering software makes it more difficult for objectionable material to be received or accessed through district resources, filters are not infallible. The ability to access a site does not mean that otherwise objectionable material or an objectionable site falls within the district's acceptable use requirements. Every user must take responsibility for their use of the network and internet and avoid objectionable sites and/or materials. Any inadvertent visit to an objectionable site must be reported immediately.
- The district reserves the right to change its rules and procedures at any time without notification. Students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
    - Age appropriate materials will be made available for use across grade levels.
    - Training on online safety issues is required for administration, staff, and teachers.

Individually assigned equipment

- Chromebooks will be checked out and assigned to 9-12 grade students via the district's inventory system.

- Chromebooks and accessories (i.e. charger) must be checked back into the school by a designated employee to be updated and serviced by Technology and Information Services staff as needed. Students who graduate early, withdraw, are expelled, or terminate enrollment in the district for any other reason must return their mobile device and accessories on the date of termination.

Taking Care of Your Chromebook
Students are responsible for the general care of the equipment they have been issued by the district.

The Chromebook is school district property and all users will follow these guidelines and the **Student Responsible Use Agreement** for accessing and using electronic/digital resources. If a student's device needs repair or technical support contact the student's home school or the Technology Help Desk at 503-353-5822 or **familytechsupport@nclack.k12.or.us**.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type
- Cords and cables must be inserted carefully into the device to prevent damage
- To minimize the possibility of damage, utilize a protective case
    - Chromebook cases are provided to students in certain situations. These district-provided cases MAY NOT be removed except by district Technology and Information Services staff members
    - Chromebook must remain free of any permanent writing or drawing
    - Be sure hands are clean before using
    - Keep away from food and drink
    - Charge the device only with the included charger and using a standard wall outlet for your power source
    - Document any software/hardware issues as soon as possible, by notifying the Technology Help Desk
    - Keep the device in a well-protected temperature controlled environment when not in use

Screen Care

- The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen
- Do not lean on the top of the device when it is closed
- Do not place anything on the Chromebook that could put pressure on the screen
- Do not place anything in a carrying case, briefcase, or backpack that could potentially break or cause damage to the device
- Clean the screen with a soft, dry cloth or anti-static cloth

Home Internet Access
Students are allowed to connect to wireless networks on their Chromebook. Students are expected to follow all policies and the district's Responsible Use Agreement is applicable to home use of a district owned and provided device. Any violation of the policy will result in the student's home use privilege being suspended.

If students experience internet issues at home they should contact their Internet Service Provider (ISP) for support. While the device is off campus, it is the responsibility of the parents/guardians to monitor content searched and viewed by their student. The district is not liable for content viewed by students while off school campus.

Digital Responsibility

- Treat others kindly. It hurts to get a mean message just like it hurts when someone is mean in the school hallway.
- Be kind when using email or making a post on a forum, collaborative document, or web page. Everyone will see what you write so think before you type.
- Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive, or harassing language in email correspondence, a post on a forum, collaborative document, or web page.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright.
- If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person's pictures, video, music, or writing, a citation should be present. See the Creative Commons website for specifics.
- Students have first amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited.
- School web pages, email, and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Consumer Safety (Advice for students and families)

- Never open an email from an unknown or questionable source or click on links in an email that looks suspicious.
- Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Access Restriction

- The district maintains the right to immediately withdraw access and discipline students when there is reason to believe violations of law, school, or district policies have occurred.

Public Complaints

Complaint Procedure: KL-AR – Public Complaint Procedure

Complaints lodged by constituents, parents/guardians, students, or staff regarding a problem or difficulty related to the district educational processes, services, personnel, and/or operational actions and/or decisions, may be made formally or informally. If an individual wishes to file a formal complaint, that complaint must be filed in writing to the appropriate administrator or supervisor. The complainant should utilize the complaint form found in administrative regulation **KL-AR(2) – Complaint Form**.
The district shall adhere to legal and contractual and relevant policy mandated in processing complaints. A complainant may only bring an individual complaint forward regarding their own situation or, as appropriate, on behalf of their own student. Complaints cannot be filed on behalf of someone else's circumstances or on behalf of a group. Complaints unrelated to an employee's performance shall be processed by the district employee most familiar with the subject matter and in accordance with any applicable district policy. To bring about resolution in a timely manner, complaints will be processed regarding situations occurring in the past 12 months or current school year.

Complaints in these areas must be filed under the following:
Harassment: GBN/JBA, GBN/JBA-AR, GBNA, GBNA-AR, JFCF, JFCF-AR;
Instructional Resources/Instructional Materials: IIA, IIA-AR;
Compliance with Standards: LGA.

Early Childhood Evaluation Birth to Kindergarten/Child Find

Policy Reference:
IGBAG and IGBAG-AR – Special Education – Procedural Safeguards
IGBAH - Special Education – Evaluation Procedures
IGBAJ – Special Education - FAPE (Free Appropriate Public Education)
IGBA - Students with Disabilities - Child Identification Procedures

Educational services for children with disabilities are mandated by Oregon and federal law. North Clackamas School District provides educational programs and services for eligible children Kindergarten through high school. Appropriate services for each eligible child are based on the student's disability and Individualized Education Plan (IEP) or Section 504 Accommodation Plan. If your school age child (5 years to 21 years) has a disability or you believe your child may have a disability, please notify the special education teacher or school psychologist in your school. Contact Early Learning Testing and Evaluation Center at 503-353-5265.

Section 504

The Section 504 of the Rehabilitation Act of 1973 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, concentrating, thinking, learning, and working);
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the North Clackamas School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have a right to a hearing with an impartial hearing officer. If there are questions, contact your child's principal, the school 504 Coordinator, or the district's Section 504 program manager, Rob Holloway - hollowayr@nclack.k12.or.us.

Section 504 Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to children with disabilities who are eligible under Section 504. (29 u.S.C. 706(7), Sec. 794; 34 C.F.R. Part 104, 20 u.S.C. Sec. 1232g; 34 C.F.R.Part 99). The intent of the law is to keep parents/guardians fully informed concerning decisions about their child and to inform them of their rights if they disagree with any of these decisions.

Parents/guardians have the right to:

1. Have their child take part in, and receive benefits from public education programs without discrimination because of their disabling condition;
2. Have the school district advise them of their rights under federal law;
3. Receive notice (not necessarily in writing) with respect to identification, evaluation, or placement of their child;
4. Have their child receive a free, appropriate, and public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate;
5. Have their child educated in facilities and receive services comparable to those provided to students without disabilities;
6. Have their child receive accommodations to allow their child an equal opportunity to participate in school and school-related activities and receive regular education or special education and related aids and services designed to meet the individual need of students with disabilities as adequately as the needs of non-disabled students are met;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by a group of persons who know their child, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to them than would be incurred if their child were placed in a program operated by the district;
9. Have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program, and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny them access to the records;
12. Have a response from the school district to reasonable requests for explanations and interpretations of their child's records;
13. Request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of their child. If the school district refuses this request for amendment, it shall notify the parents/guardians within a reasonable time, and advise them of their right to a hearing;
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, and educational placement. The parent/guardian and the child may take part in the hearing and have an attorney represent them. Hearing requests must be made to the State Superintendent of Public Instruction, Oregon Department of Education, Public Service Building, 255 Capitol NE, Salem, Oregon 97310-0203, pursuant to OAR 581-015-2390 through 2395;
15. Ask for payment of reasonable attorney fees if the parents/guardians are successful on their claim;
16. File a local grievance with the district Section 504 program manager, Rob Holloway - hollowayr@nclack.k12.or.us.

Alternative Education

Policy Reference: IGBHA – Alternative Education Programs and IGBHB - Establishment of Alternative Education Programs

The North Clackamas School District provides a comprehensive educational program designed to meet the needs of all students. Under certain circumstances, the district is required by law (**ORS 339.250[5(h)]**)

to "consider and propose alternative programs of instruction and counseling for the pupil." The circumstances in which that must occur are:

1. Instances of possible expulsion for the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period;
2. When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program;
3. When an expulsion is being considered
4. When a student is expelled;
5. When a student's parent/guardian or emancipated student applies for release from compulsory attendance;
6. In the first four situations identified, the district is obligated to pay a portion of the cost of the alternative program.

If a resident student or a student transferring into the district is expelled for a firearm violation, pursuant to Section (7) of ORS 339.250, the district will deny that student admission to the school's regular program for at least one calendar year from the date of the expulsion.

In addition, the district will not offer an alternative education program to students expelled for firearms violations pursuant to Section (5) of ORS 339.250 for at least one calendar year from the date of the expulsion subject to modifications by the superintendent on a case-by-case basis.

Any person or organization requesting the establishment of new, approved alternative programs shall do so in writing to the superintendent.

Non-School Materials Distribution

Policy Reference: KJA and KJA-AR – Information Distribution

The district recognizes that many organizations provide additional opportunities for students that foster growth, development, knowledge, and understanding in our community. In an effort to cooperate with community organizations and convey useful information to students, families, and staff, the district allows the distribution of certain materials by non-school organizations. The district does not endorse any event, service, or point of view contained in the information it distributes to students through this policy. The district encourages parents/guardians to assist their children in making choices appropriate for them.

Materials submitted for review must offer educational and/or extra-curricular learning opportunities for children and families.

Distribution by students — Students must request and receive authorization from the school principal to distribute petitions, handouts, leaflets, and other literature on district property as appropriate under district policies and regulations. Students may not distribute materials during class time.
Students who edit, publish, or distribute handwritten, printed, electronic, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

Title I Schools Notification

Policy Reference: IGBC - Title IA/Parental and Family Involvement and IGBC-AR - Title IA/Parental and Family Engagement

In compliance with federal law and Oregon Department of Education guidelines, the district shall ensure that families are provided information, in an annual school-based meeting, regarding their school's participation in the Title I program and its requirements. Families of participating students shall be informed of their right to be involved in the development of their school's Title I plan and school-parent

compact. This policy shall be reviewed annually by the district's Elementary and Secondary Education Act Committee and updated periodically to meet the changing needs of families and schools.

Military Recruitment

The Federal Elementary & Secondary Education Act requires high schools give military recruiters the same access to high school students as is provided generally to post-secondary institutions or to prospective employers of those students. **Section 9528** of the Act requires each local school district to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for high school students. A high school student or family may request that such information NOT be released for their student without prior written parental/guardian consent.

PACE: Parenting-Academics-Careers-Employment

A resource for teen parents in the North Clackamas School District, PACE has been serving pregnant and parenting teens since 1995. Any resident student in North Clackamas School District who is pregnant or a parent may access the PACE program, no matter what high school they are attending.

The program on the Sabin campus offers on-site daycare for students' children and an academic environment designed to prepare students for life after high school (including opportunities for credit recovery, access to Sabin Schellenberg Professional Technical Center electives, and courses in parenting and independent living skills). All core requirements are met through a small, dedicated staff, and class sizes are smaller to increase individualized attention and support.

PACE works with a variety of community partners to support our students with resources to help them become successful parents and members of society. Our partners include: Milwaukie Covenant Church, Young Lives, Squires PDX, Rotary, Baby Link, and many more.

ODE Annual Notice for Statewide Tests

Fostering Equity and Excellence for Every Learner

Oregon is committed to preparing every learner with academic knowledge and skills necessary for success beyond high school. Oregon's statewide assessments in English Language Arts (ELA) and Mathematics are fully aligned to Oregon's State Standards and provide students in grades 3-8 and 11, along with their families, one measure of academic achievement and growth.

Oregon's Statewide Assessments

- are created by educators in Oregon and across several other states
- challenge your child to think critically and apply their knowledge across a variety of contexts
- go beyond multiple choice and ask your child to explain their answers
- act as a snapshot of your child's progress and may be considered along with other pieces of information to understand your child's academic success
- help schools and districts evaluate their systems of teaching and learning, as well as identify groups of students whose academic needs may not be adequately met
- help communities understand how well their public schools are performing

Description of Rights

Oregon law (ORS 329.479) permits parents and adult students to annually opt-out of Oregon's statewide summative tests in English language arts and mathematics by submitting an annual form to the school the student attends. Schools will provide parents/guardians with the annual form for 2026-27 at least 30 days prior to the start of testing.

Why does my child's participation matter?
While no single assessment can give a complete picture of your child's progress, statewide assessments provide Oregon educators and administrators with one source of information about what educational approaches are working and where additional resources may be needed. Your child's participation is important to ensure schools and districts identify the areas in which they are meeting students' overall needs, as well as to identify areas of growth.

When will my child take the test?
Your child's school will determine the specific dates your child takes the tests within the statewide testing window.

Statewide Testing Windows
The statewide testing windows for English Language Arts and Mathematics apply to both the general and alternate statewide summative assessments.

- Grades 3-8: March 30, 2027 - June 11, 2027
- Grades 9-12: February 2, 2027 - June 11, 2027

Stay Informed
Visit Oregon's Starting Smarter webpage (**https://or.startingsmarter.org**) to learn more about what your child should know and be able to do in English Language Arts and Math, to view sample assessment questions, and to read more about your child's test results. Contact your child's teacher or school principal with questions.

Section 3: Safe Learning Environment for Students

North Clackamas Schools Philosophy of Inclusion

As each student enters a North Clackamas school, dreams are nurtured, history and cultural heritage are celebrated, love of learning is fostered, educational, physical, emotional, and social needs are supported.

The North Clackamas School District is a community of learners committed to equity and the success of each student. This commitment means that student success will not be predicted nor predetermined by race, ethnicity, family economics, mobility, language, marital status, gender, sexual orientation, gender identity, disability, initial proficiencies, or religion.

The principle of equity goes beyond formal equality where all persons are treated the same. Instead, equity fosters an inclusive and barrier-free environment in which everyone fully benefits. The district applies this principle of equity to all policies, programs, operations, practices, and resource allocations. All students will have access and opportunity to a high-quality education. The North Clackamas School District is committed to the following foundational beliefs:

- Each student can learn with adequate support at the highest levels when all staff provide equitable access and opportunity for learning, and hold each student to high expectations;
- Maximizing the academic achievement of every child requires allocating resources equitably, not necessarily equally;
- Everyone in the district will act to eliminate disparities to prepare all students for college and career and;
- An inclusive and welcoming environment plays a critical role in supporting a child's educational goals.

To realize our beliefs the North Clackamas School District will:

1. Systematically use district-wide and individual school level data, disaggregated by race, ethnicity, language, special education, gender, sexual orientation, socioeconomic background, and mobility to inform district decision-making;
2. Provide students with equitable access to high quality curriculum, programs, teachers and administrators, extracurricular activities, and support services, even when this means differentiating resource allocation;
3. Affirm the identity of each student, acknowledge and celebrate differences to create a sense of belonging for each student; district Equity Policy **GCCB/GDCB/IKAAA**
4. Incorporate the voice, culture, and perspectives of students, staff, families, and communities that reflect student demographics to support and enhance student success;
5. Identify and counteract biased practices that perpetuate achievement disparities and lead to disproportionate levels of student success;
6. Provide multiple and varied opportunities in order to meet the needs of the diverse student body;
7. Actively recruit, hire, and retain staff that reflect student demographics at all organizational levels and support employees to engage in culturally responsive practices and delivery of quality instruction and service; and
8. Ensure that the North Clackamas District Strategic Plan embraces the principle of equity as a key feature and presents measurable outcomes to prepare all students for college, career, and life.

Athletic Code of Conduct

The Athletic Code of Conduct applies to all students participating in a North Clackamas School District secondary athletic program. This code applies throughout all twelve (12) months of the calendar year for all years of the student athlete's attendance in a North Clackamas high school. During that time, the code applies 24 hours a day, seven days a week. It applies to in-school and out-of-school conduct, including actions related to drug, alcohol, or tobacco use.

Drugs are defined as any illegal drug, including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, anabolic steroids, and other substances made illegal by federal law, as well as the misuse or unauthorized use or possession of prescription drugs. Tobacco is defined as the use or possession of any tobacco product, including chewing tobacco and vaping items.

Violations of this policy will be addressed in alignment with North Clackamas School District Policy JFCG (JFCI/JFCCH). Consequently, any disciplinary actions, interventions, or suspensions outlined under district policy for drug, alcohol, or tobacco violations will directly apply to and affect a student's eligibility for athletic participation and team activities.

Students must meet the following requirements in order to participate in school sponsored athletics or activities:

Eligibility — Students who plan to participate in athletics must have passed five credits in the prior semester with a minimum of 2.0 GPA and must also be passing all courses they are currently enrolled in (study hall, excused, and some assistant periods are NOT credit classes). Student athletes must be enrolled in a minimum of 5 credit bearing courses and be making adequate progress towards graduation as defined by OSAA.

Physicals, Emergencies, Insurance — All participants must have on file:

1. A physical,
2. An Emergency Procedure Card, and
3. Guidelines for Athletic Participation signed by parent/guardian.

These must be completed prior to any participation in athletics, including practices. Participants must present evidence of either private or school medical insurance.

Attendance — Academic success and classroom engagement are the primary priorities for all North Clackamas student-athletes. To participate in any practice, contest, or team activity, student-athletes must attend 100% of their enrolled classes on the day of the activity.

Exceptions: Anticipated or unavoidable absences (such as medical appointments, family emergencies, or school-sponsored field trips) must be cleared and approved by the athletic director or designee *prior* to the missed class periods for eligibility to be maintained for the day of the contest.

Closed Campus

Students are required to remain on school property unless they have parent/guardian approval or pre-arranged permission on file in the school office. Each school may have additional procedures in place. Families should check with the school's office for details. In addition, visitors are required to check in at the main office when visiting a school. Students should immediately report any non-student visitor who is not clearly identifiable with a district ID or visitor badge.

Student Vehicles

Policy Reference: JHFD – Student Vehicle Use

Student vehicles used for transportation to and from school may be parked on school property in designated areas only. Any student driving a motorized vehicle must be licensed to operate that particular vehicle and must have appropriate vehicle liability insurance under Oregon minimum standards. All state and local traffic laws and local school campus vehicle regulations must be obeyed. Parking privileges will be subject to the specific requirements of this policy and any other applicable policy, fees and/or rules of the district. Privileges may be revoked by the principal or designee for violations of Board policies, administrative regulations, school and district rules, or unsafe driving behavior. The district assumes no responsibility or liability for unauthorized use of vehicles on school property or for school activities.

Electric Assisted Bicycles and Electric or Gas-Powered Scooters

Since it is illegal for people under 16 to operate Electric Assisted Bicycles (e-Bikes) and electric or gas-powered scooters (e-scooters), and all our elementary and middle school students are underage, students may not bring (ride or walk) e-bikes or e-scooters onto our elementary and middle school campuses. Many high school students are legally allowed to ride e-bikes and e-scooters, and school personnel cannot monitor the different ages of high school students with fidelity during drop-off and pick-up time, so high school students may bring e-bikes and e-scooters onto our high school campuses. If a student brings an e-bike or e-scooter to elementary or middle school, our school staff will immediately contact their parents/guardians to pick up the bike or scooter. We cannot allow underage students to operate (ride or walk) an e-bike or e-scooter onto campus, nor can we knowingly enable them to ride it home since it's against the law.

Accidents/Injury

School personnel will seek emergency medical assistance, including ambulance transportation, when such services appear warranted. When services are secured by school personnel, the cost of the services

remains the family's responsibility. School personnel will attempt to contact the family or representatives as indicated in the student information system. Parents/guardians may use Online Registration/Verification to update the student's emergency contact information. It is the family's responsibility to keep this information current.

North Clackamas School District does not provide student accident insurance, but does provide an option for families to purchase student accident insurance, through a third party, if they wish to supplement their current health insurance. Additional information about supplemental student accident insurance may be found here: **Student Accident Insurance**.

Visitors/Volunteers/School Grounds
Policy Reference: KK – Visitors to District Facilities

The Board believes a better understanding of its educational program and improved relationship between the district and community can be developed through visitations of parents/guardians and patrons. Such visitations should be permitted within considerations of the safety and welfare of students and staff, the requirements of the educational program and the orderly operations of the district.

Policy Reference: IICC - Volunteers

Community members who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of individuals and groups in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Any person authorized by the district for volunteer service into a position having direct contact with students, without ongoing supervision by district staff, will be required to undergo a criminal records check. **GCDA/GDDA – Criminal Records Checks/Fingerprinting**
Please contact your child's school or the district volunteer coordinator at (503) 353-3735 to see how you can volunteer. The presence of visitors and/or volunteers inside of NCSD-owned and controlled facilities may be periodically limited or prohibited due to concerns around transmission of communicable disease, e.g., COVID-19.

Public Conduct on District Property/Trespass

Policy Reference: KD – Public Conduct on District Property

Persons having no legitimate purpose or business on district property or violating or threatening to violate the following rules may be ejected from the premises or issued a trespass citation, excluded from district approved activities temporarily or permanently and/or referred to law enforcement officials. All North Clackamas Schools and properties are tobacco, drug and alcohol free.

No person on district property, including parking lots, shall:

- Possess, consume, sell, give or deliver unlawful drug paraphernalia and/or any alcoholic beverage.
- Use, distribute or sell tobacco products or inhalant delivery systems, in any form, in accordance with the Pro-Children Act of 1994; ORS 433.835 to -433.990; and OAR 581-021-0110.
- Ride or actively use a skateboard, rollerblades, scooter, or similar device; unless the use is for supervised instructional or supervised extracurricular purposes and advance permission has been granted. The district is not responsible for the storage or security of these devices.

Custodial/Non Custodial Parents

The district encourages parents to be involved in their child's education and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following:

- Receiving and inspecting school records and consulting with school staff concerning the child's welfare and education; and
- Authorizing emergency medical, dental, psychological, psychiatric, or other health care for the child if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued. Non-custodial parents will not be granted visitation or telephone access to the child during the school day. The child will not be released to the non-custodial parent without written permission of the custodial parent or in compliance with parenting time obligations outlined in a court order provided to the district.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the child and the district's relationship and responsibilities.

Dress and Grooming

Policy Reference: JFCA - Student Dress and Grooming

Responsibility for dress and grooming rests primarily with students and their parents/guardians; however, the district expects student dress and grooming to meet standards which ensure that either of the following conditions do not exist:

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

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

Students found in violation of these standards may be subject to disciplinary consequences. A student will be asked to change the inappropriate clothing. If the student does not have extra clothing to change into, they will be asked to call home and have parents or guardians bring appropriate clothing.

Emergency Management

Maintaining a safe school environment is a priority of the North Clackamas School District. Many factors are critical to fostering a safe school climate. We collaborate with our community partners to review and enhance the district's safety practices, emergency readiness and response.

- Emergency Management Resources

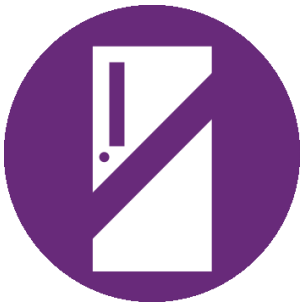
Emergency Protocols

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive."

Execution of the action is performed by active participants, including students, staff, teachers, and first responders. The SRP is based on the following actions:

Hold — "In your classroom or area"



Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

Secure — "Get inside, lock outside doors"



Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

Lockdown — "Locks, lights, out of sight"



Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from the hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

Evacuate — "To a location"



Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, depending on the reason for evacuation.)
- Lead students to the Evacuation location
- Account for students and adults
- Report injuries or problems using the Red Card/Green Card method.

Shelter — "State hazard and safety strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami



Safety strategies might include:

- Evacuate to a shelter area
- Seal the room
- Drop, Cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using the Red Card/Green Card method.

Emergency and Inclement Weather Closures

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

When schools are closed due to weather or other emergency situations, parents/guardians have several options where information can be obtained:

- Parentsquare — NCSD will contact families and staff through Parentsquare (email, text, and app notification) in the case of an emergency closure. Depending on the timing and nature of the closure or emergency, NCSD may also contact families by phone call through Parentsquare.
- FlashAlert — Register with **FlashAlert** to receive school closure information via text, email, or app notification. This service is especially suited to family members who do not receive messages directly from NCSD via Parentsquare.
- Call the School Closure Hotline at 503-353-6020 — Updates are provided in English, Spanish, Russian, and Chinese. The hotline is updated by 6:30 a.m. on days when schools are impacted by weather or other unforeseen events.
- **The NCSD website** — In the event of a school closure, a pop-up alert will appear on all district and school web pages.
- Social media — Information will be posted on **Twitter** and **Facebook**.
- Television — Watch TV Channels KATU 2, KOIN 6, KGW 8 and KPTV 12.
- Radio — Listen to 1190 KEX AM or 103.3 KKCW FM.

Please visit the **School Closure Resources** page for more information about how NCSD operates and manages transportation during these times.

Student/Family Reunification

Circumstances may occur at the school that require parents/guardians to pick up their students in a formalized, controlled release. The process of controlled release is called a **Student and Parent Reunification** and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the

school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification — Parents/guardians may be notified in a number of ways. The school or district may use Parentsquare.

Parent/Guardian Expectations — If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a parent/guardian can't pick-up their student? When a parent/guardian can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until a parent/guardian can pick them up.

What if the student drove to school? There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents/guardians are advised to pick up the student. In some circumstances, high school students may be released on their own.

Emergency Information

The school must have a way to reach you in an emergency. It is the responsibility of the parent/guardian to keep emergency contact information up-to-date. To update your contact information, login to **ParentVUE** or call your school's main office.

Health Services

Policy Reference:
JHCA – School Sports Participation, Immunizations, Concussions and Other Brain Injuries
GBEB – Communicable Diseases in Schools
JHCD and JHCD-AR – Medications

School Based Health and Wellness Centers

There are full-service primary care clinics located on the campuses of Milwaukie High School, Rex Putnam High School, Clackamas High School, and Adrienne C. Nelson High School. North Clackamas students can access a clinic for routine physical exams, sports physicals, dental cleanings, blood pressure screenings, immunizations, mental health, age-appropriate reproductive health, routine lab tests, and prescription medications. There is no cost to students and insurance will be billed if possible. Clinics offer in-person, phone, and video appointments. School-based health and wellness centers will provide all health services in accordance with Oregon laws and best medical practices.

School Nurses

The district will provide registered nurses or school nurses and will maintain a prevention-oriented health services program. While parents/guardians retain primary responsibility for the overall health of their children, during school they are assisted by the district's state-certified nurse, teachers, and administrators. The nurse, in collaboration with other educators, utilizes school health programs and services to contribute significantly to the attainment of full health and educational potential of each student. The district shall provide, at a minimum, nurse staffing in accordance with state requirements.

Health Information

Health information may be shared with school personnel on a "need to know" basis when information about your child's health is necessary for school personnel to care for and respond to your child's needs. It may be necessary to best serve the interests of your child that you sign a release of information between the school district and health care providers.

Immunizations and Oregon Law

Oregon law requires that students have a current school immunization record or an exemption at school. Students not in compliance with the immunization requirements may not attend school and will be excluded.

Medical/Physical Examinations

Policy Reference: JHCA – School Sports Participation, Immunizations, Concussions and Other Brain Injuries

The district recommends medical/physical examinations for each student entering district schools in Kindergarten or students new to the district. Students in grades 6 through 12 are to have physical examinations performed prior to participation in extracurricular sports. The examination should be performed no earlier than March 15 of the preceding school year. Students who continue to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years thereafter. Student medical/physical examinations will be waived for students whose religion opposes such examinations. Such written requests must be on file at the school prior to the student practicing and/or participating in interscholastic sports. Any of the school-based health centers at our comprehensive high schools can provide a medical/physical exam often at no out-of-pocket cost to families.

Dental Services

As part of the district's dental health program, students may receive oral health supplies and presentations on how to care for their teeth. In addition, students may receive a dental health screening by a dental health professional. Families will be notified by the school when such services are scheduled.

Hygiene Services

Hygiene services are offered at each high school's school-based health center (SBHC). Please contact the SBHC for an appointment.

Vision and Dental Screening, Eye Examinations

The parents/guardians of a student who is 7 years of age or younger and is beginning a public education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination;
2. A dental screening or examination and
3. Any further examination, treatments or assistance necessary. Families will be notified by the school when such services are scheduled within the school district.

Medication Administration at School

Policy Reference: JHCD and JHCD-AR - Medication

The district recognizes that administration of medication to students may be necessary at school. All requests to administer medication to a student shall be made by the parent/guardian in writing

including written instructions for the administration of the medication. Medication provided to schools must be accompanied with an original bottle/medicine package. “Nonprescription medication” means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose, and cough drops, antibiotics, anti-inflammatories, and antacids that do not require written or oral instructions from a physician.

Self-Medication

Self-medication is not allowed in grades Kindergarten through eighth grade except in cases where a student must carry such medication on their person for immediate access during a medical emergency.

In grades 9-12, self-medication of prescription medication is not allowed except in cases where a student must administer the medication during a medical emergency. Self-medication of non-prescription medication may be allowed. Please refer to Policy JHCD-AR for the specific requirements.

Contagious Conditions

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease.
- Do not send your child to school with a rash or a fever.

Communicable Disease Information - North Clackamas School District

Nutrition Services Department

The North Clackamas School District’s Nutrition Services department nourishes minds by providing appealing, nutritious meals for students while they are in school. Good nutrition is essential in the learning process, and their mission is to help ensure students are ready to learn. Information regarding menus, meal accounts, and the USDA Free and Reduced Meal program can be found at: **Nutrition Services - North Clackamas School District** or by contacting your child's school.

Food From Home

Homemade food will not be allowed in the classroom due to the risk of foodborne illnesses, the potential for allergic reactions, and the inability to ensure accurate nutritional facts regarding calories, carbohydrates, etc. For student celebrations and other occasions, families are asked to communicate plans ahead of time with your student's teacher/advisor, to see if they are allowed. If food is provided by families for these occasions, they must be only store-bought items and individually wrapped.

Transportation Services

The district is responsible for children while on the bus, and our first concern is for the safe transportation of each student. Not following the posted instructions governing riding school buses may forfeit the student’s privilege to ride district provided bus transportation and may result in additional disciplinary consequences.

The safe transportation of our students is a responsibility the North Clackamas School District takes very seriously. Uninvited people entering our buses may pose a threat to our ability to keep our students safe. Therefore, we cannot allow uninvited students or adults, including parents/guardians, to board our buses. Uninvited people entering our buses could face arrest for interfering with public transportation **ORS 166.116** and/or disorderly conduct **ORS 166.025**.
While riding in district operated vehicles, students are required to comply with the district’s policy **EEACC - Student Conduct on School Buses**. Students must have written permission from a parent/guardian, and signed by a building administrator or designee to leave the bus at any location other than their regularly assigned bus stop or ride a bus different from their assigned bus. Bus riding privileges can be suspended for serious violations which compromise the safety of students and or the bus driver.

Questions or concerns regarding student behavior can be addressed by school administrators at the school the student attends. Questions or concerns regarding transportation staff, drivers or bus routes can be addressed by transportation administrators at 503-353-6150.

At a minimum, the following rules governing students riding school buses, activity vehicles, and Type 10 school vehicles and will be posted in a conspicuous place in all student transportation vehicles:

1. Students being transported are under authority of the bus driver;
2. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses;
3. Fighting, wrestling, or boisterous activity is prohibited on the bus;
4. Students will use the emergency door only in case of emergency;
5. Students will be on time for the bus, both morning and evening;
6. Students will not bring firearms, weapons, or other potentially hazardous material on the bus;
7. Students will not bring animals, except approved assistance guide animals, on the bus;
8. Students will remain seated while bus is in motion;
9. Students may be assigned seats by the bus driver;
10. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
11. Students will not extend their hands, arms, or heads through bus windows;
12. Students will have written permission to leave the bus other than for home or school;
13. Students will converse in normal tones. Loud or vulgar language, hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying are strictly prohibited;
14. Students will not open or close windows without permission of the driver;
15. Students will keep the bus clean and must refrain from damaging it;
16. Students will be courteous to the driver, fellow students and passersby.

Harassment and Bullying

Policy Reference: JFCF – Hazing/Harassment/Intimidation/Bullying/ Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student
JFCM – Threats of Violence

The district is committed to providing a safe, positive, and productive learning environment for all students. Parents/guardians, students, and school staff collaborate to address bullying issues in schools. The district will not tolerate hazing, harassment, intimidation, menacing, bullying, or cyberbullying, as well as teen-dating violence by students in schools or school campuses, school sponsored buses, school-related or school-sponsored events, or through the use of data or computer software that is accessed through a computer, computer system, or computer network. The physical location or the time of access of a computer-related incident may not be raised as a defense in any disciplinary action initiated pursuant to this policy when such incident has the effect of substantially interfering with or disrupting another student or employee's rights.

The district is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district or creates substantial disruption of the education process. Students shall be instructed of the responsibility to inform a teacher, counselor, or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents/guardians and others will be encouraged to report such information to the district. Staff shall immediately notify an

administrator of any threat, threatening behavior or act of violence they have knowledge of, have witnessed, or have received. All reports will be promptly investigated.

Harassment, intimation, or bullying: Any act that substantially interferes with a student's educational benefits, opportunities, or performance that takes place on or immediately adjacent to school grounds, at any district-sponsored activity, on district provided transportation, or at any official district bus stop, that may be based on but not limited to the protected class status of a person, having the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
- Creating a hostile educational environment, including interfering with the psychological well-being of the student, and may be based on but not limited to the protected class of the person
- "Protected class" means a group of persons distinguished, or perceived to be distinguished by race, color, religion, gender, sexual orientation, national origin, marital status, familial status, source of income, or disability
- Cyberbullying: The use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity
- In addition, any communication of the form, which substantially disrupts or prevents a safe and positive educational environment, may also be considered
- Discrimination/Harassment: It is the practice of North Clackamas School District not to discriminate against any individual on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, gender identity, or marital status

Discrimination and/or harassment are behaviors perceived by the receiver as unwelcome actions or works that threaten, violate, or intimidate a person's well-being. It may include, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks, put downs, displays of objects and materials which create an offensive environment, including the defamation of an individual by the intentional perpetration of knowingly false and/or harmful statements.

Gang Activity

Policy Reference: JFCE/JFCEA - Clubs/Secret Societies/Gang Activity

The North Clackamas School District takes gang behavior in our schools and at school-sponsored events very seriously. Gang related behavior creates a climate of violence and disruption in our schools that causes students and staff to feel unsafe. It may also put the students engaged in gang behavior at risk of violent attacks by rival gang members. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance, or language including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

Incidents involving initiations, hazing, harassment, menacing, bullying, teen dating violence, intimidation, and/or related activities of such group affiliations are prohibited. Any student wearing, carrying, or displaying club, gang, or secret society paraphernalia or exhibiting behavior or gestures which symbolize club, gang, or secret society membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will not be tolerated.
For additional information and materials regarding gang related activity, please visit **https://nationalgangcenter.ojp.gov/**

Behavior Safety Assessment

The North Clackamas School District Behavior Safety Assessment (BSA) team was developed to implement a systematic approach to investigate and assess students who are engaged in or exhibiting behaviors implying aggression or violence directed at other people. This system combines the use of investigative information gathering strategies along with questions related to targeted violence. The purpose is to collect data to help make informed decisions about a student's level of threat towards others, identify potentially dangerous situations, and develop and implement a safety/monitoring/management plan. "Risk Investigation" and "Risk Assessment" are part of the BSA process. If a student or staff member suspects there is a targeted threat of violence, building administration and Public Safety and/or law enforcement will be notified. It is not designed for use with students who are suicidal, acting out sexually, or setting fires unless they are doing so as an act of violence intended to cause serious or lethal injury to others.

Behavior Safety Assessment Goals:

- To provide a protocol to assess threats of potentially harmful behaviors, risk factors, and action required to support school safety
- To provide a multi-level system that can mobilize broader community responses and resources to help facilitate the development and implementation of safety monitoring and management plans
- To develop and maintain a sense of safety among students, teachers, staff, and families

The system consists of the following levels:

Inquiry: A school administrator consults with another member of the BSA team and determines the need for a Level 1 assessment

Level 1: A school based Behavior Safety Assessment (BSA) team consisting of an Administrator, School Resource Officer (SRO), School Counselor/School Psychologist, and one or more designated trained individuals (counselor, case manager, etc.) completes a school based assessment. The team may involve other participants in the Level 1 process and/or request consultation from the district BSA Coordinator.

Level 2: If the Level 1 team determines there is need for further assessment, assistance in development of the Student Safety Management Plan, or concerns that cannot be addressed at the Level 1 then the case will be referred to the Level 2 team. The Level 1 team will contact the BSA Coordinator to initiate the referral. The Plan Manager on the Level 1 team will present the case to the Level 2 team. Level 2 teams are a panel of multi-agency members from the school district, local law enforcement, Clackamas County Mental Health, DHS, and Clackamas County Juvenile Department that assists school based BSA members with threat management and identification of resources. Level 2 Teams do not case manage.

Crisis Response Team

Emergency/Disaster situations can happen at any time, anywhere. Effective and safe schools are well prepared for any potential crisis or violent act.

On crisis days, it is helpful to have support from persons who have no personal impact due to the crisis — non-emotionally-impacted people have clearer thoughts on these days. The North Clackamas School District has trained over 50 staff members to support crisis situations in the district.

The Crisis Response Team is a team of people who have extensive training in crisis response, who have a shared philosophy, and who have clear tasks or jobs to do on crisis days. At this time, the North Clackamas Crisis Response Team is prepared to support in the following areas of need:

- Media/External communication
- Internal communication with students and staff
- Student Safe Room
- Adult Safe Room
- Staff debriefing facilitation
- Security at both the originating and alternative sites and short-term staff substitution

Suicide Intervention

Policy Reference: JHH - Student Suicide Prevention

The North Clackamas School District takes suicide concerns very seriously. School staff will follow the **Suicide Intervention Protocol** for all students identified as being at risk for suicide. Trained suicide screeners (school counselors, school psychologists, social workers, and administrators) will interview students of concern to assess risk, notify the parent/guardian immediately, and develop a comprehensive Student Support Plan to ensure safety and ongoing monitoring. Interventions may include additional assessment/evaluation and safety planning through the Clackamas County Crisis Team or the local emergency department. If you have concerns about your student, please contact their school counselor to discuss how the school can best provide support. If you need immediate assistance, call 911 or the 24 hour Clackamas County Crisis Line at 1-888-414-1553.

Child Abuse

Policy Reference: JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

Recognizing the different types of child abuse

Emotional abuse can severely damage a child's mental health or social development. Examples of emotional child abuse include:

- Constant belittling, shaming, and humiliating a child
- Calling names and making negative comparisons to others
- Telling a child they are "no good," "worthless," "bad," or "a mistake"
- Frequent yelling, threatening, or bullying
- Ignoring or rejecting a child as punishment, giving them the silent treatment
- Limited physical contact with the child—no hugs, or other signs of affection
- Exposing the child to violence or the abuse of others, whether it be the abuse of a parent/guardian, a sibling, or even a pet

Warning signs of emotional abuse in children

- Excessively withdrawn, fearful, or anxious about doing something wrong
- Shows extremes in behavior
- Doesn't seem to be attached to the parent or caregiver
- Acts either inappropriately adult or inappropriately infantile

Physical abuse involves physical harm or injury to the child. It may be the result of a deliberate attempt to hurt the child, but not always. It can also result from severe discipline, such as using a belt on a child, or physical punishment that is inappropriate to the child's age or physical condition.

Warning signs of physical abuse in children

- Frequent injuries or unexplained bruises, welts, or cuts
- Is always watchful and "on alert," as if waiting for something bad to happen
- Injuries appear to have a pattern such as marks from a hand or belt

- Shies away from touch, flinches at sudden movements, or seems afraid to go home
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days

Sexual abuse is an especially complicated form of abuse because of its layers of guilt and shame. It is important to recognize that sexual abuse doesn't always involve body contact. Exposing a child to sexual situations or material is sexually abusive, whether or not touching is involved. Sexual abuse usually occurs at the hands of someone the child knows and should be able to trust, most often close relatives.

Warning signs of sexual abuse in children

- Trouble walking or sitting
- Displays knowledge or interest in sexual acts inappropriate to their age, or even seductive behavior
- Makes strong efforts to avoid a specific person, without an obvious reason
- Doesn’t want to change clothes in front of others or participate in physical activities
- An STD or pregnancy, especially under the age of 14
- Runs away from home

Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, or supervision. Child neglect is not always easy to spot. Sometimes, a parent/guardian might become physically or mentally unable to care for a child, such as with a serious injury, untreated depression, or anxiety. Other times, alcohol or drug abuse may seriously impair judgment and the ability to keep a child safe.

Warning signs of neglect in children

- Clothes are ill-fitting, filthy, or inappropriate for the weather
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor)
- Untreated illnesses and physical injuries
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments
- Is frequently late or missing from school

Clackamas County Child Abuse and Neglect Reports: 971-673-7112

All district employees are mandatory reporters of abuse of a child under ORS Chapter 419B and are subject to this policy and the accompanying administrative regulation. The reporting obligation under this policy and under ORS Chapter 419B requires any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse, as defined in state law, by any adult or by a student with whom the employee is in contact has abused a child, to immediately report to the local law enforcement agency and the Oregon Department of Human Services. The district employee shall also immediately inform their administrative supervisor, principal, or superintendent. This administrator is required to report any notification by an employee to a human resources administrator if the report involves suspected abuse by any district employees or volunteers.

Substance Abuse Prevention

Policy Reference: IGAEB - Drug, Alcohol and Tobacco Prevention Education

North Clackamas School District partners with Northwest Family Services (NWFS) for School-Based Drug and Alcohol assessment and treatment services. Northwest Family Services Case Managers, Counselors, and Peer Support Specialists will meet with students at school to provide drug and alcohol assessment and treatment services. Students can self refer, be referred by parents/guardians, and can be referred by school staff. The **referral form** can be found on the district website

Section 4: Code of Conduct

Disciplinary Interventions & Responses to Student Conduct

Policy Reference: ACB – Every Student Belongs-Hate Symbols and Bias Incidents

The district expects, encourages, and trusts our students to be safe and make healthy decisions regarding their behavior. When students go against the norms and expectations of the school setting, there may be interventions and responses to those actions that are age appropriate, consider the student's mental capacity, and to the extent practicable, use approaches that are evident to be effective.

In addition, the 2026-2027 school year will include students learning over the internet. The student discipline policies described in this section apply to student conduct on the internet directed at other district students or staff. Harassing or threatening online messages, emails, or posts that target other students or staff that have a connection to the school environment are subject to the district's discipline policy.

Words or symbols that are racially harassing are prohibited within our school environment. Prohibited symbols include, and are not limited to, the image of a noose, a Neo-Nazi swastika or the Confederate flag. Displaying racially harassing symbols to other students or staff, or where they can be viewed, such as on a bumper sticker on your car in the school parking lot, regardless of intent, is disruptive to the education of other students and will not be tolerated.

The Code of Conduct outlined in this handbook applies to students at all times while they are on North Clackamas School District property, at any school-sponsored activity, including, but not limited to field trips, and while traveling to and from school or any school sponsored event. The district recognizes that some incidents that occur off school grounds may seriously affect school safety and school climate. In those cases, the district may implement intervention and disciplinary responses based on their impact. The district shall enforce consistently, fairly, and without bias all student conduct policies, administrative regulations, and school rules.

Successful disciplinary practices have the following characteristics:

1. They are explicit, reasonable, and timely.
2. They are logical, fair, consistent, developmentally appropriate, and considerate of circumstances.
3. They include a variety of prevention and intervention measures.
4. They provide the opportunity for parent/family and student participation.
5. They respond to individual differences among students with insight and sensitivity.
6. They ensure the opportunity for students to obtain an education.
7. They increase the offender's awareness of the impact of their behavior and provide an opportunity to take full responsibility for it.
8. They build a sense of community and its capacity for resolving conflict, while maintaining a positive school culture.

Levels of Intervention and Disciplinary Response

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

Level 1 — Classroom interventions and responses.

These interventions aim to teach correct, alternative behavior so students can learn and demonstrate safe and respectful behavior. Teachers will try a variety of teaching and classroom management strategies. Sample actions may include:

- Contact parent or guardian via telephone, email, etc.
- Verbal correction

- Reminders and redirection
- Written reflection or apology
- Seat change
- Family/school conference
- Daily progress sheet on behavior
- Restorative chat
- Reteach rule
- Model and practice appropriate behavior
- Collect data in order to identify patterns and growth

Level 2 - Additional Support and Administrative Staff Interventions
The aim is to correct the behavior by stressing the seriousness of the behavior *while keeping the student in school*. Appropriate when supports have been put in place but the behavior has continued to negatively affect the learning environment. Sample actions may include:

- Parent or guardian notification
- Restorative practice strategies
- Conflict resolution
- Peer mediation
- School team meeting (student, counselor, school psychologist, family, etc.)
- Daily behavior tracking sheet/Check-in/Check-out (CICO)
- Visual schedule/cues
- Access to a calming space
- Temporary removal of a student from the learning environment
- Relocation of the students in the class to an alternate location

Level 3 — Suspension and/or referral services
These interventions are appropriate when interventions and supports have been put in place but the behavior is escalating or because of the severity of the behavior. Sample actions may include:

- Parent or guardian notification
- Restorative practice strategies
- Referral to IEP team or 504 team for a support plan
- Revision of IEP or 504 (students with disabilities) as needed
- Referral to substance abuse counseling
- Referral to community organization (e.g., mentoring programs)
- Short-term suspension

Level 4 — Extended suspension and referral services.
These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior. These are appropriate when the student's behavior seriously affects the safety of themselves or others in the school environment. Sample actions may include:

- Restorative practice strategies
- Extended suspension between 8-10 days
- Expulsion recommendation
- Referral to IEP team for a support plan
- Revision to IEP or 504 (students with disabilities) as needed
- Alternative educational placement
- Referral to substance abuse counseling
- Referral to law enforcement

Student Discipline

Policy Reference: JG – Student Discipline

Discipline in the district is based upon a support philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. The major objectives of the school discipline program are to teach the following fundamental concepts for living:

- Understanding and respect for the rights, dignity, and safety of all individuals.
- Understanding and respect for the law, district policies, procedures, rules, and regulations.
- Understanding of and respect for public and private property rights.

The Board seeks to assure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent or designee will develop rules, procedures, and standards whereby those students who are disruptive of the educational setting or who endanger the safety of others will receive corrective counseling and/or be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, using approaches that are shown through research to be effective.

The district shall enforce consistently, fairly, and without bias all student conduct policies, administrative regulations, and school rules.

A student whose conduct or condition is seriously detrimental to the best interests of the school, may be suspended.

Students may be expelled for any of the following circumstances:

- When a student's conduct poses a threat to the health or safety of students or employees;
- When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
- When required by law.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

- Non-accidental conduct causing serious physical harm to a student or employee;
- When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees;
- When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Without bias, the district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

Student Searches

Policy Reference: JFG and JFG-AR – Student Searches

The Board seeks to ensure a learning environment which protects the health, safety, and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

- The district official shall have individualized, "reasonable suspicion" based on specific and articulated facts to believe that the student personally poses or is in possession of some item (including, but not limited to drugs, alcohol and weapons) that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
- The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Inspections of district property assigned to students may be conducted at any time.
District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district.

Cooperation with Law Enforcement — North Clackamas School District has a strong partnership with both Milwaukie Police Department and Clackamas County Sheriff's Department. As a result, school resource officers work closely with our school administration to build positive relationships with students and families and to create safe learning environments for our students.

Administrators will meet with law enforcement officials annually to review policies, procedures, and protocols.

Law enforcement, including school resource officers, investigating a case involving an illegal act in which a student may be involved or about which the student may have information shall contact the administration before questioning a student during school hours or school-sponsored event. Students are afforded the same rights they have outside the school.

Students summoned to the school office for questioning by a law enforcement officer will be asked by the officer if they wish to speak to the officer. The student may accept or refuse and return to class. If the officer has jurisdiction through the court, has a court order or places the student under arrest, the school will release the student to the officer.

The designated school authority will make all reasonable efforts to inform the custodial parents or guardians prior to contact with the student, unless:

- There is substantial reason to believe that such notification would unduly interfere with the investigation;
- The matter pertains to alleged abuse of a child;
- The officer or official already has jurisdiction through the court or prior parental / guardian permission (i.e., assigned juvenile counselor, probation officer or a continuing case); or

- The officer places the student under arrest or takes the student into custody. Unsuccessful efforts to contact the custodial parent or guardian will be documented and placed in the student's file.

Custodial parents or guardians, in situations not covered by the above, will be asked if they wish to be present. If so, the conference will be delayed for a reasonable period of time to allow the parents/guardians to be present at the school, or as preferable, arrangements will be made to question the student in their home.

The principal or their designated administrator will always be present when a student is being questioned except in situations covered by the above.

An officer of the law may not take a student from school without one of the following:

- A warrant;
- A court order;
- Custody or arrest; or
- Permission of custodial parent or guardian.

Denial of Admission of Regular School Program

Policy Reference: JECA – Admission of Resident Students

The school district will deny admission to its regular school program to a student who is expelled from another school district and who has moved into the North Clackamas School District for the length of the expulsion. The district will provide an alternative learning environment for the student.

Denial of Admission to Regular School Program and Alternative Education Program for Firearms Violations

If a resident student or a student transferring into the district is expelled for a firearms violation, pursuant to Section (7) of ORS 339.250, the district will deny that student admission to the school's regular program for at least one calendar year from the date of the expulsion.

In addition, the district will not offer an alternative education program to students expelled for weapons violations pursuant to section (7) of ORS 339.250 for at least one calendar year from the date of the expulsion subject to modifications by the superintendent on a case-by-case basis.

Special Education services must be provided during the expulsion period.

Use of Restraint and/or Seclusion

Policy Reference: JGAB – Use of Restraint or Seclusion

Except in the case of an emergency, only staff current in the required training will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employees as necessary when the student's behavior poses a reasonable threat of imminent, serious bodily harm to the student or others.

An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Instruction to ensure compliance with district policies and procedures. A copy of this review can be found online **here**.

Student Conduct Offenses

Discretion will be used at the elementary level for grades 5 and below, consistent with state law as indicated in **policy JG**.

While the focus of intervention is on keeping students in school, conduct resulting in level 2, 3, or 4 intervention may be subject to suspension per board **policy JGD** or expulsion per board **policy JGE** and in alignment with all other relevant district policies

Levels of Intervention			
Level 1 Classroom interventions and responses These interventions aim to teach correct, alternative behavior so students can learn and demonstrate safe and respectful behavior.	**Level 2** Additional support and administrative staff interventions and responses The aim is to correct the behavior by identifying successful interventions while keeping the student in school.	**Level 3** Office Support and Referral to School based and Outside providers Appropriate when interventions and supports have been put in place, but the behavior is escalating/repeating or because of the severity of the behavior.	**Level 4** System Wide Support Appropriate when the student's behavior seriously affects the safety of themselves or others in the school environment.

BEHAVIOR	DEFINITION	Levels of Intervention and Response			
		1	2	3	4
Harm to School Environment					
Disruptive Conduct	Behavior that interrupts instruction	X	X	X	
Defiance	Not following direct instructions from an adult	X	X	X	
Lewd Conduct	Inappropriate sexualized gestures, actions, movements including exposure of private parts. Also includes inappropriate drawings and images	X	X	X	
Profanity	Use of inappropriate language (swear words) including written	X	X	X	
Technology Violation	Inappropriate use of technology. Includes social media outside of school that impacts school community	X	X	X	
Academic Integrity	Cheating, plagiarism, forgery, and other misrepresentations of the truth	X	X		
Reckless Endangering	Behavior that is dangerous to self or others but does not result in injury	X	X	X	
Attendance/Punctuality					
Tardy	Late to class without permission/pass	X	X		
Skipping Class	Did not attend class without permission	X	X		

Out of Bounds	Student is either in a non-student location and/or is a space they don't have permission to be in at the time	X	X		
Trespassing	Presence on school property when not allowed		X	X	
Closed Campus Violation	Leaving school property when expected to be at school		X	X	
Harm to Others					
Physical Contact--Inappropriate	Hitting, kicking, shoving, slapping, biting, etc. that DOES NOT require medical attention	X	X	X	
Physical Contact--Bodily Harm	Hitting, kicking, shoving, slapping, biting, etc. that DOES require medical attention		X	X	X
Fighting	Mutual physical contact between two or more students	X	X	X	
Harmful Speech/Microaggression	Words (or subtle actions) that insult, demean, or harm another student on the basis of race, gender, sexual orientation, religion, disability, language, or national origin.	X	X		
Harassment or Bullying	Acts or words that create a substantial fear of or harm to a student's body or property and creates a hostile educational environment, including interfering with the psychological well-being of the student. This may be based on but is not limited to the person's protected class. Also includes the online environment.		X	X	X
Harassment or Bullying--On the Basis of Gender, Sex, Sexual Orientation, Religion, Disability			X	X	X
Harassment or Bullying--On the Basis of Race, Color or National Origin			X	X	X
Harassment, Sexual	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature. Also includes the online environment.		X	X	X
Sexual Assault	Non-consensual deliberate sexual contact.		X	X	X
Threat of Violence toward Individual(s)	Serious threat by word or act which causes fear of imminent, serious physical injury. Also includes the online environment.		X	X	X
Threat Toward School	Serious threat by word or act which causes fear of imminent, serious damage to school building or property or harm to students and/or staff. Also includes the online environment.		X	X	X
Alcohol	Using, possessing, sharing alcohol at school, including being under the influence during school and school events.		X	X	X
Drugs--Illegal Drug Possession	Being in possession of controlled drugs or paraphernalia at school or school events. Possession also includes bags, backpacks, cars, and locker spaces		X	X	X

Drugs--Distribution	Sharing and/or selling controlled drugs to others at school or school events. Includes misuse of prescription medications.		X	X	X
Drugs--Use/Under the Influence	Using and/or being under the influence of controlled drugs while at school or school events		X	X	X
Tobacco	Using, possessing, sharing tobacco products at school, including, smokeless and vape systems		X		
Weapon-Firearms	A weapon that is designed to expel a projectile by the action of an explosion.		X	X	X
Weapon-Non-firearm	Item, which under the circumstance in which it was used, threatened to be used or attempted, is readily capable of causing death or serious bodily injury.		X	X	X
Inappropriate Item	Possessing an item that is inappropriate in a school setting. Includes, but is not limited to, lighters, small knives (less than 2.5 inches) toy guns, costume swords, etc.	X	X		
Harm to Property					
Arson / Fire Setting	Attempting to light or setting fire to items on school property or at school based events		X	X	X
Theft	Taking property belonging to another person or entity (school, after school program, etc.) without permission.	X	X	X	
Vandalism	Damaging property belonging to another person or entity (school, after school program, etc.) Includes graffiti and "tagging"	X	X	X	

Tobacco Products, Alcohol, Unlawful Drugs, Inhalant Delivery Systems or Mind-Altering Substances

Policy Reference: **JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Unlawful Drugs, Inhalant Delivery Systems or Mind-Altering Substances**

The use, being under the influence, possession, sale and/or distribution, intent to distribute or sell tobacco products, alcohol, inhalant delivery systems, and unlawful drugs and mind-altering substances by students in school or at school-sponsored events is prohibited.

Disciplinary action in such cases may vary by the circumstances of the particular incident and the student's history. The district recognizes its responsibility to assist the chemically dependent student who is making documented efforts to seek treatment for their dependency. However, repeated violations of the rules regarding tobacco will eventually be dealt with through restorative and disciplinary procedures.

Tobacco: A student believed to be in violation of Board policy JFCG/JFCH/JFCI, may be subject to a search (in accordance with Board policy JFG - Student Searches) as tobacco products, inhalant delivery systems, or any substance made for the purpose of being smoked, vaporized, or aerosolized, may pose an immediate risk or serious harm.

Disciplinary action for the first occurrence will be parental/guardian involvement and repeated occurrences will call for a conference with parents/guardians of the student and interventions may occur through restorative or disciplinary procedures, including suspension.

Alcohol/drugs: Issues regarding alcohol and other drugs are subject to disciplinary measures, including suspension. Repeated violations will eventually be dealt with through expulsion procedures.

First offense (or repeat of offense after 12 months of the first incident) — The administrator will:

1. Contact parents/guardians.
2. Contact law enforcement/juvenile agency, when appropriate.
3. Suspend the student for 10 school days. A reduction of the suspension by 8 school days to a total of 2 school days will occur if the student undergoes a professional assessment for chemical dependency, at the family's expense, by an agency listed on the district's assessment and providers list. Verification of an appointment for the assessment must be provided prior to the student returning to school. In addition, the student will follow all treatment recommendations of said agency.

Even if the prescribed assessment indicates no need for agency intervention, the offending student will be subject to additional disciplinary action if a second violation occurs within 12 months of the first offense.

Second offense within 12 months of the first incident — The administrator will:

1. Contact parents/guardians.
2. Contact law enforcement/juvenile agency, when appropriate.
3. Suspend the student for 10 school days and recommend expulsion.
4. In lieu of expulsion recommendation, a suspension of four days may be administered if the student and their parent/guardian will agree to obtain a chemical dependency assessment or reassessment and follow all treatment recommendations at parent/guardian expense.
5. If the student and parent/guardian do not complete the above requirements, an expulsion recommendation will be implemented.
6. At the elementary level, the counselor, in collaboration with the school principal, will:
    a. Serve as liaison with outside agencies, if appropriate.
    b. Orchestrate follow-up plans and document progress as required.
    c. Facilitate communication between the school and student and parents/guardians, if appropriate.

Third offense within 12 months of the second incident — A third offense within 12 months of the second incident year by a student will result in a recommendation for expulsion.

Sale and/or Distribution or Intent to Distribute or Sell Alcohol, Unlawful Drugs and Mind-Altering Substances

Students who sell and/or distribute or intend to distribute or sell alcohol, unlawful drugs or mind-altering substances to other students or persons on or about district property during school hours or during school-sponsored activities are subject to immediate suspension and may be recommended for expulsion.

Drug paraphernalia is expressly prohibited on or about school premises or at any school-sponsored activity. Any drug paraphernalia in the possession of a student will be confiscated and the student may be subject to intervention, restorative or disciplinary procedures. Drug paraphernalia with verified drug residue will be handled through possession procedures outlined in this administrative regulation.

Defiance of Authority
Policy Reference: JFC – Student Conduct

Student conduct shall contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, comply with authority of staff and school officials, and conduct themselves in an orderly manner during the school day and during district-sponsored activities.

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

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

Lewd Conduct
Inappropriate sexualized gestures, actions, movements including exposure of private parts. Also includes inappropriate drawings and images

Profanity
Use of inappropriate language (swear words) including written and electronic versions.

Loitering (After School Supervision)
Students are not to be in the school building before or after school hours unless they are supervised by an adult. This policy is implemented to decrease theft, vandalism, and to create a safe school environment. Students who are staying after school should be in their supervised area 30 minutes after school ends. Students who are loitering may be escorted out of the building.

Threats/Menacing/Hate Lists
An intentional, serious threat by word (electronic, telephone, written, or spoken) or act (including physical, verbal, and/or bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[2(a)h]). This includes, but is not limited to, words, target lists, surveys, or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation, or disability. Violation could result in a referral to an appropriate law enforcement agency.

Trespassing
Being present in unauthorized places or refusing to leave when asked to do so by district personnel and/or designated authority. Entering or remaining unlawfully in school district buildings or on any part of district property or adjacent areas.

Vandalism
Intentionally damaging, defacing (including tagging/graffiti), or destroying property.

Weapons

Policy Reference: JFCJ – Weapons - Students

Students shall not bring, possess, conceal, or use a weapon on district property, including all facilities, grounds, vehicles, or at school or district sponsored events.

Students found to have brought, possessed, concealed, or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year and be referred to law enforcement, as appropriate. All other violations of the policy may result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. "Dangerous weapon" - any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury;
2. "Deadly weapon" - any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" - any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, or the frame or receiver (operating parts of a gun) of any such weapon, any firearm silencer, or any destructive device;
4. "Destructive device" - any explosive, incendiary, or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gasses, poisons, or unlawful drugs.

Inappropriate Items

Possessing items that are not appropriate in a school context:

- Bringing, possessing, concealing or using a weapon, replicas and/or look-a-likes as prohibited by Board policy JFCJ - Weapons – Students. Exceptions to the district's replicas/look-a-likes prohibition may be granted only with prior principal approval;
- Bringing, possessing items a student is prohibited to possess or use, by law. This may include, but is not limited to items such as tobacco products or inhalant delivery systems (including electronic cigarettes), alcohol or drugs as per Board policy JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems, or students under the age of 16 bringing / using e-bikes or e-scooters as per ORS 814.400 - Application of Vehicle Laws to Bicycles.

Special Education & Section 504: Discipline and Placement in Interim Alternative Educational Setting

Policy Reference: JGDA and JGDA-AR – Discipline of Students with Disabilities

Special procedures must be followed if a student with a disability is suspended or expelled, and a relationship is shown between the behavior and the disability. If an expulsion hearing is requested, the student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent/guardian. The school district's attorney may be present.

The student will be afforded the right to present their version of the charges and to introduce evidence by testimony, writings or other exhibits at the expulsion hearing.
Finally, the student will be permitted to be present and to hear the evidence presented by the district.

For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

Disciplinary Removals for up to 10 School Days - North Clackamas School District may suspend students with disabilities from their current educational placement for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities. The district is not required to provide services to students with disabilities unless services are provided to students without disabilities during this time.

Disciplinary Removals of More Than 10 School Days - When a student is removed for disciplinary reasons, it is considered a change of placement if:

- The removal is for more than 10 consecutive school days or;
- The removal is for more than 10 cumulative school days.
- The district will provide notice of disciplinary action for a suspension or an expulsion and provide Notice of Procedural Safeguards to the parent/guardian on the date on which the decision is made to remove the student.

Manifestation Determination

A manifestation determination meeting must be held within 10 school days of a decision to change the student's placement because of a violation of a code of student conduct. Relevant members of the IEP team, including the parent/guardian, shall review all relevant information to determine:

- If the conduct was caused by or had a direct and substantial relationship to the student's disability; or
- If the conduct was the direct result of the district's failure to implement the student's IEP.

Yes: Manifestation: If either of the above two bulleted items is applicable to the student, the conduct shall be determined to be a manifestation of the child's disability. The IEP team shall conduct a functional behavioral assessment, unless the district has already conducted such assessment prior to the behavior that resulted in the change of placement, and implement a behavior intervention plan or, if the student already has a behavior plan, review and modify the behavior intervention plan as necessary to address the behavior. In any case, the district shall return the student to the placement from which the student was removed unless:

- The student is removed to an interim alternative educational setting for no more than 45 school days due to drugs, weapons, or the infliction of serious bodily injury; or
- The parent/guardian and the district agree to a change of placement; or
- The student's placement is changed based on an IEP team decision.

No: Manifestation: If the IEP team determines that the student's behavior is NOT a manifestation of the disability, the district may proceed with disciplinary action applicable to students without disabilities, in the same manner in which it would apply to students without disabilities. The district will:

- Ensure that the special education and disciplinary records of the student are transmitted for consideration by the school personnel making the final determination regarding disciplinary action.

- Provide the services in an interim alternative educational setting, determined by the IEP team, that are necessary for the student to continue to participate in the general curriculum, and process toward achieving the goals in the student's IEP.
- Ensure that the student receives, as appropriate, a functional behavioral assessment, behavior intervention services, and modifications that are designed to address the behavior violation so it does not recur.
- Provide prior written notice of change of placement if the student's educational placement changes.

Removal to an Interim Alternative Educational Setting for Drugs, Weapons, or the Infliction of Serious Bodily Injury

For a drug or weapon violation, or if the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or district, a student may be removed from the current educational placement to an interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but NOT for more than 45 school days.

Even if the IEP team determines the student's behavior is a manifestation of the student's disability, the district may continue the student's placement in the Interim Alternative Educational Setting until the end of the 45-school day period. This removal is a change in placement.
The district will apply the definitions in Board Policies **JGDA** and **JGEA**.

"Serious Bodily Injury" is defined as a bodily injury that involves:

- A substantial risk of death;
- Extreme physical pain;
- Protracted and obvious disfigurement; or
- Protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

"Drug violation" means the use, possession, sale, or solicitation of drugs at school or a school function.

"Drug" means illegal drug or controlled substance, but does not include a substance that is legally possessed or used under the supervision of a licensed health care professional or otherwise legally possessed. It does not include alcohol or tobacco.

"Weapon violation" means carrying a weapon to school or a school-sponsored function or acquiring a weapon at school.

"Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2" in length.
If a student is removed for a drug or weapon violation, or for inflicting serious bodily injury as defined above, the district will:

- Schedule an IEP meeting which will be convened within 10 school days;
- Provide the parent/guardian with notice of disciplinary action for a suspension or expulsion, and provide them with Notice of Procedural Safeguards on the date the decision is made to remove the student.
- Provide, as appropriate, a functional behavioral assessment and behavior intervention services and modifications designed to address the behavior violation so it does not re-occur.

- The principal or designee decides whether a student will attend an interim alternative educational setting.

Within 10 school days, the district will convene an IEP meeting to:

- Determine if the student's behavior is a manifestation of the student's disability;
- Review the IEP and revise it, as appropriate; and
- Determine the location of the interim alternative educational setting which will enable the student to continue to participate in the general curriculum, and enable the student to progress toward achieving the goals in the student's IEP.
- The district must send the parents/guardians prior written notice of the change of placement.

The provisions relating to interim alternative education settings do not apply to students with section 504 plans.

Section 5: School and Community Resources

Family Resources

A list of resources organized by category can be viewed here or by scanning the QR code below.

211 App: With location services enabled on their smartphone, users will be able to find service near them. The app provides users with a category menu from which they can search such topics as temporary housing, food pantries, parenting programs, parental care, mental health support, foster youth services, and more. Go to the Apple App Store or Google Play.

Students and families have access to drug, alcohol, and tobacco intervention through each high school's School Based Health Center.

School and Community Resources

At the North Clackamas School District, we believe supporting our students and their families is important toward helping our students achieve the best education possible. For more information about resources, reach out to school counselors, social workers, or staff at Wichita Center.