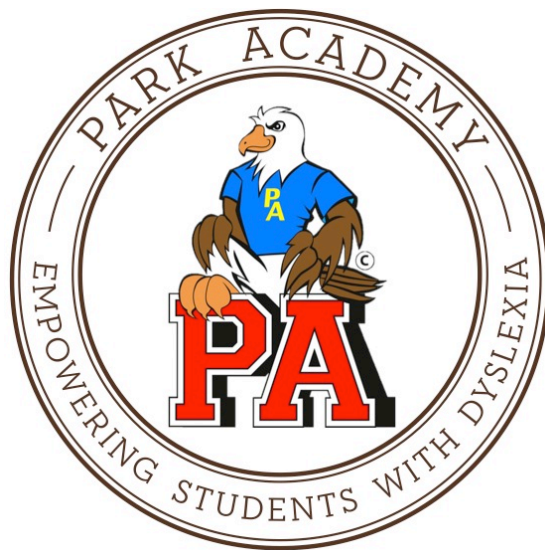


# PARK ACADEMY

Ignite. Empower. Imagine.

## Family Handbook

2021-2022



## Our Mission

Park Academy empowers students with diverse learning challenges to reach their highest potential of giftedness while excelling academically and becoming responsible citizens and community leaders.

## Board of Directors

Andy Pihl, Trustee & Board Chair

Tom Boothe, Trustee

Dr. Keith Cheng, Trustee

Gary Maffei, Trustee

Jeff Mengis, Trustee

Piper Park, Secretary & Founder

Valerie Parker, Trustee

Dr. David Plotkin, Trustee

Katie Walther, Trustee

Bill Westphal, Trustee

Gina Williams, Treasurer

## TABLE OF CONTENTS

Mission Statement	2
Board of Directors	2
Staff and Faculty Directory	5
Contact Directory	7
School Calendar	8
School Communication	
Telephone Communication	9
Communicating with Teachers	9
Contacting Students During the School Day	10
Website	10
School Newsletter	10
Back to School Night	10
Parent Conferences	10
Student Information System	10
School Safety	
Inclusion and Diversity Commitment	11
Non-Discrimination Policy	11
Safe School Policy	11
Harassment Prevention Policies	12
Protection Against Retaliation	14
Bullying Prevention	14
School Complaint Procedure	15
Disciplinary Procedures	15
Child Abuse Reporting Policy	16
Emergency Procedures	18
Academics	
Curriculum	19
Assessments	19
Final Exams	20
Standardized Testing	20
High School Graduation Requirements	20
Post-High School Planning	20

Field Trips and Experiential Learning	21
General School Policies	
Alcohol, Tobacco & Paraphernalia	22
Allergies	22
Attendance	22
Closed Campus	23
Confidentiality	23
Dress Code	24
Driving Regulations	24
Electronic Devices	25
Family Service Hours	25
Fundraising	26
Guidelines for Taking Pictures & Video	26
Health Procedures	26
Homework Policy	27
Lunch	27
Non-Solicitation Policy	27
Prom	27
Public Displays of Affection	28
Sexually Intimate Behavior	28
Student Conduct and Attitudes	28
Out-of-School Conduct	29
Parent Group	29
Student Arrival and Dismissal	30
Student Pick-up	30
Technology Use	30
Transportation	32
Tuition Payment	32
Visitors	32
Volunteers	33
Withdrawal from School	32
COVID-19 Addendum	34

## STAFF & FACULTY DIRECTORY

### Administration

<p>Craig Lowery, Ed.D. Head of School clowery@parkacademy.org 503.594.8800</p>	<p>Mary Mollway, Ed.D. Assistant Head of School mmollway@parkacademy.org 503.594.8800</p>
<p>Elizabeth Dove Development Director edove@parkacademy.org 503.594.8800</p>	<p>Susan Shuford Guidance Counselor sshuford@parkacademy.org 503.594.8800</p>
<p>Andrea Hodgins Accountant 503.594.8800</p>	<p>Rosemary Malouf Director of Admissions rmalouf@parkacademy.org 503.594.8800</p>
<p>Lucy Healey Administrative Support lhealey@parkacademy.org 503.594.8777</p>	

Faculty

<p>Jeff Barnes  jbarnes@parkacademy.org  MS Social Studies &amp; Science</p>	<p>Melissa Carroll  mcarroll@parkacademy.org  Music Grades 3-12</p>
<p>Alisha Christiansen  achristiansen@parkacademy.org  Theater Grades 3-12</p>	<p>Chris Devers  cdevers@parkacademy.org  HS English &amp; Careers</p>
<p>Gena Fields  gfields@parkacademy.org  Art Grades 3-12</p>	<p>Charles Geier  cgeier@parkacademy.org  Reading &amp; Robotics</p>
<p>Rebecca Gerringer  rgerringer@parkacademy.org  Mathematics, Grades 3-9</p>	<p>Rachel Greenough  rgreenough@parkacademy.org  Reading</p>
<p>Megan Holcomb  mholcomb@parkacademy.org  Reading</p>	<p>Sofia Hussain  shussian@parkacademy.org  HS Science &amp; MS Forensics</p>
<p>Dan Kimbro  dkimbro@parkacademy.org  MS Language Arts &amp; Videography</p>	<p>Jenni Kumanchik  jkumanchik@parkacademy.org  Physical Education Grades 3-12</p>
<p>Laura Meeuwsen  lmeeuwsen@parkacademy.org  Grade 3 &amp; Reading</p>	<p>Chris Morrison  cmorrison@parkacademy.org  HS Social Studies &amp; Leadership</p>
<p>Katharine Phelps  kphelps@parkacademy.org  Grade 4 &amp; Reading</p>	<p>Deirdre Plaster  dplaster@parkacademy.org  HS Mathematics</p>
<p>Susan Ramirez  sramirez@parkacademy.org  Grade 5 &amp; Reading</p>	<p>Maddy Roach  mroach@parkacademy.org  Reading</p>
<p>Patricia Voelker  pvoelker@parkacademy.org  MS Math &amp; Robotics</p>	

## Administrative Contacts

If you need assistance with any school-related issue, please use the table below to select the appropriate contact.

Need	Contact	e-mail
Technology Issues: e-mail	Craig Lowery	techmanager@parkacademy.org
Technology Issues: Google Classroom	Classroom Teacher	See the contact list at the beginning of the handbook
Technology Issues: Chromebook & Alma	Lucy Healey	lhealey@parkacademy.org
Attendance	Lucy Healey	lhealey@parkacademy.org
Student schedules	Mary Mollway	mmollway@parkacademy.org
Student support for academics and/or social-emotional needs	Susan Shuford	sshuford@parkacademy.org
School records, immunization records	Susan Shuford	sshuford@parkacademy.org
Graduation requirements, college admissions, job placement, ACT & SAT	Susan Shuford	sshuford@parkacademy.org
Tuition payments	Andrea Hodgins	ahodgins@parkacademy.org
Fundraising, donations	Liz Dove	edove@parkacademy.org
Curriculum, instruction or assessment	Mary Mollway	mmollway@parkacademy.org
Questions, concerns , suggestions about general school policy and procedure	Craig Lowery	clowery@parkacademy.org
Admission, re-enrollment and financial aid	Rosemary Malouf	rmlouf@parkacademy.org



# Park Academy | 2021-2022 Calendar

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

31 Staff-Only Day

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	6
6	7	8	9	10	11	13
13	14	15	16	17	18	20
20	21	22	23	24	25	27
27	28					

- 1 Re-enrollment Contracts Due
- 3 Grandparents & Special Friends Day
- 18 Staff-Only Day
- 21 President's Day

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1-3 Staff-Only Days
- 1 Welcome Back Social G 3-8
- 2 Welcome Back Social G 9-12
- 6 Labor Day
- 7 First Day of School
- 20 Picture Day
- 22 Back-to-School Night

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 18 Staff-Only Day
- 21-25 Spring Break

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 State In-Service Day No School
- 11 Picture Make-Up
- 13 PSAT
- 20-22 Family Conferences

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 8 Staff-Only Day
- 20-22 Family Conferences

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 01 Application Window Opens
- 11 Veterans' Day
- 22-23 Staff-Only Days
- 24-26 Thanksgiving Break

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 06 Jog-a-thon
- 07 Prom
- 30 Memorial Day

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 17 Staff-Only Day
- 20-31 Winter Break

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 7-9 High School Final Exams
- 9 Exhibition Day
- 9 Middle School Promotion
- 10 Last Day of School
- 11 Graduation

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 01 New Year's Day
- 17 MLK Day
- 18-20 High School Final Exams
- 21 Staff-Only Day
- 31 Application Window Closes

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

First & Last Days	Non-school Day	Non-school Day-Break
School Activities	Non-school Day-Holiday	Administrative Dates



## A WORD ABOUT THIS HANDBOOK

This *Family Handbook* contains information about the school policies and practices. We expect students and parent(s)/guardian(s) to read this handbook carefully as it is a valuable reference for understanding both the school and your role as a member of the school community. The policies outlined in this *Family Handbook* should be regarded as management guidelines only. The school reserves the right to make changes to the handbook and/or policies which involve the school and its students as needed in order to conduct its work in a manner that is beneficial to the school culture, student population, and safety. This *Family Handbook* supersedes and replaces any and all prior handbooks and any inconsistent verbal or written policy statements.

## SCHOOL COMMUNICATION

Park Academy makes a concerted effort to communicate with parents clearly and efficiently. We offer a variety of ways for parents to communicate with us as well.

### Telephone Communication

School staff is available between the hours of 7:30 a.m. and 4:00 p.m. After hours, please leave a voicemail and your call will be answered the following day. All phone numbers can be found on the directory located on pages 5-6.

### Communicating with Teachers

You may contact teachers via phone or email. Most of our teachers prefer email communication and do their best to answer emails throughout the day.

### Successful Parent-Teacher Communication

It is important that school staff and parents communicate openly and honestly to help our students be successful. It is suggested that parents utilize email to contact teachers about routine information and concerns. However, a phone call, zoom meeting, or face-to-face discussion is better for more sensitive or serious concerns. In the event that you have a concern about your child's progress or other school-related issue, we recommend that you follow these steps:

- Contact your child's teacher for a broader understanding of the situation.
- Communicate the information you have received, if any, to the teacher.
- Ask the teacher for clarifying information.
- Work as a team to brainstorm solutions.
- Work with your child to navigate future situations if this is your concern.

In the event that you feel you cannot resolve the concern with the teacher, please contact

the Assistant Head of School or the Head of School to help in resolving the situation. We are always willing to meet with you to discuss your child's social, emotional, physical, and academic well-being.

### Contacting Students during the School Day

We ask that you not call or text your students during the academic day. If you need to leave a message for your child, please call the front office and we will get it to your child right away. Cell phone usage is highly disruptive to the school environment.

### Website

Our school website provides calendar information, online forms, and general information.

### School Newsletter

Each week, our school newsletter, *A Note from Parker*, is e-mailed out to all of our families.

### Back to School Night (format pending COVID restrictions)

Early in the school year, Park Academy hosts Back-to-School night to give our families an opportunity to meet our faculty and staff, tour our facility, and learn about curriculum and instructional approaches. This is a parents-only evening and is important that all families attend.

### Parent Conferences (format pending COVID restrictions)

Twice a year, we meet with each family in the school to communicate progress and discuss supports and services. We do our best to communicate openly and regularly with families so that no new information is being presented at the conferences. Rather, it is a time for families to ask questions, celebrate successes, and see what their students are working on. Historically these have been in-person but can be scheduled via Zoom as well for convenience.

### Student Information System

This year Park Academy is transitioning away from Gradelink and adopting a new student information system called Alma. This is a user-friendly interface that has admissions and registration integrated. Grades, graduation progress and attendance can all be viewed in Alma. To log in to Alma, go to [parkacademy.getalma.com](http://parkacademy.getalma.com).

## SCHOOL SAFETY

### Inclusion and Diversity Commitment

All members of the Park Academy community, including trustees, faculty, staff, students and families, are committed to creating and maintaining an inclusive learning environment. We recognize the strength of our diversity through the affirmation and celebration of our differences. We are committed to maintaining a learning environment that is respectful and supportive and is free of discrimination and bullying. Through our policies, procedures, and practices, we aim to provide a learning experience that recognizes and values each individual student as unique and remarkable.

### Non-Discrimination Policy

Park Academy does not and shall not discriminate on the basis of race, color, religion or creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, recruitment and termination of staff, selection of volunteers and vendors, school admissions, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors. Park Academy is an equal opportunity employer.

### Safe School Policy

Park Academy is committed to providing an environment that is conducive to learning and where all individuals are safe. All students are required to act in a manner that is respectful of others and does not threaten the emotional or physical safety of another student or interfere with the learning environment.

Although it is impossible to anticipate all behaviors that might be deemed unacceptable, the following are examples of behaviors that will not be allowed at Park Academy. This is not an exclusive list.

- Possession of any weapon. A weapon may be defined as any device which may be used to cause injury or death, including but not limited to guns; air guns; BB guns; explosives; knives; swords; metal knuckles; straight razors; poison; or noxious, irritating, incendiary, or poisonous gases.
- Threats of violence. This includes direct and implied threats to engage in acts that may cause injury to another member of the school community whether made seriously or in jest.
- Physical Injury. This includes intentional acts of violence that cause injury to another member of the school community which may include kicking, pushing, hitting, body slamming, or throwing objects at another person.

- Incendiary devices. Students may not have any device or product that creates an open flame, including but not limited to matches, lighters, candles or incense.
- Bullying. This includes any behavior that is prohibited by our harassment policy (see below).
- Hazing. Students may not engage in acts of initiation of any kind.

## HARASSMENT PREVENTION POLICIES

### Definitions

*Unlawful discrimination* refers to the denial of equal employment or educational opportunities based upon an individual's age, gender, race, color, physical or mental disability, religion, national origin, veteran status, sexual orientation, or gender identity or expression. Park Academy is also committed to providing accommodations requested or required based on any physical or mental disability as required under the Americans with Disabilities Act.

*Harassment* refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale or a student's emotional well-being, interfering with a student's academic performance or participation in an extra-curricular activity, or which has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

*If a student believes that s/he is being harassed at school, they should immediately report the harassment to a staff or faculty member.*

### Sexual Harassment

Sexual harassment is a form of discrimination based on sex. More specifically, it is unwelcomed sexual overtures in school when 1) your education depends on your putting up with or giving in to the overtures, or 2) the sexual overtures make a hostile environment. Sexual harassment may include any unwelcome verbal, written, or physical conduct that is directed at or related to a person's gender and that interferes with a person's learning or social environment. Examples include but are not limited to:

- Sexual gossip or personal comments of a sexual nature;
- Sexually suggestive or foul language;
- Sexual or lewd jokes;
- Whistling, leering, catcalling, or making other suggestive or insulting gestures or remarks;
- Spreading rumors or lies of a sexual nature about someone;
- Obscene or sexually suggestive graffiti;
- Displaying or transmitting pictures, emails, texts, items, or pictures that are degrading to anyone due to their sex, are sexually offensive, or pornographic;

- Offensive or unwelcome sexual flirtation or advances;
- Offensive or unwelcome touching, pinching, grabbing, kissing, or hugging;
- Restraining someone's movement in a sexual way;
- Demanding sexual favors or forcing sexual activity;
- Stalking;
- Physical assault, including rape or any coerced or non-consensual sexual relations.

Students who engage in sexual harassment as described above will be subject to appropriate disciplinary action including suspension or expulsion from school.

### Racial, Color, and National Origin Harassment

This type of harassment is done on the basis of a person's color, race, or national origin. It includes but is not limited to racial slurs, the use of racial stereotypes; derogatory comments or conduct directed at a student's manner of speaking, national customs, surname, ethnic characteristics, or language.

### Religious Harassment

This includes harassment based on a person's religion or creed and includes but is not limited to religious slurs, use of religious stereotypes, comments or conduct directed at an individual's religion, religious traditions, religious practices, religious symbols, or religious clothing.

### Sexual Orientation Harassment

This includes harassment based on a person's sexual orientation and includes but is not limited to name calling, using nicknames emphasizing sexual stereotypes, imitating physical characteristics or mannerisms associated with a person's sexual orientation, bullying, or other social isolation.

### Disability Harassment

This is based on a person's physical and/or mental disability and includes but is not limited to name calling, making derogatory references to the disabling condition, imitating manners of speech and/or movement associated with the disability, or interfering with access to or use of necessary adaptive equipment or aides.

### Protection Against Retaliation

Retaliation is a very serious violation of the safety policies. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports discrimination or harassment, provides information during an investigation, or has witnessed and/or has reliable information about these behaviors. Park Academy does not tolerate any form of

retaliatory behavior. If you (or someone you know) is the victim of retaliation, you should immediately inform the Head or Assistant Head of School. Students who engage in retaliatory behaviors will be subject to disciplinary actions up to and including suspension and expulsion from the school.

## Bullying Prevention

At Park Academy, we teach children age-appropriate definitions of bullying. Behavior becomes bullying when it is targeted, repetitive, and intentional. Bullying can be both subtle and obvious. From time to time, most children will experiment with some of the following behaviors:

- Spreading negative rumors about others
- Keeping certain people out of a "group"
- Making fun of the way someone looks, learns, speaks, or acts
- Teasing people in a mean way
- Making negative comments on race or gender
- Getting certain people to "gang up" on others
- Threats
- Punching, shoving, or hurting people physically

Cyber bullying is when children bully each other using the Internet, cell phones, or other cyber technology. This can include:

- Sending inappropriate or negative text, email, or instant messages
- Posting hurtful pictures or messages about others in blogs, social media or on web sites
- Using someone else's username for any purpose, including to spread rumors or lies

Bullying incidents tend to involve three parties: bullies, victims, and bystanders. At Park Academy, we teach children to recognize these roles and to brainstorm strategies they can use when they find themselves in a bullying situation. *Any student who feels they are being bullied should immediately report it to a staff or faculty member.*

*Adapted from the US Department of Health and Human Services.*

## School Complaint Procedure

If Park Academy receives a complaint regarding harassment, unlawful discrimination or retaliation or has a reasonable basis to believe it has occurred, the schools standard practice is to promptly investigate to determine what occurred and then take the appropriate steps to resolve the situation. Even if a student chooses to not formally file a complaint, Park Academy may still take action if it learns of verifiable harassment, discrimination, or retaliation.

The specific steps in the investigation will be dependent upon the nature of the allegations, the age of the student or students involved, and other factors. Students are expected to fully cooperate in any investigation conducted by school administration, including turning over notebooks, backpacks, or electronic devices in the event there are images or evidence that could be a violation of Oregon's criminal statutes.

If a student refuses to participate or cooperate in an investigation for whatever reason, the school reserves the right to take action, including moving forward with an investigation with a student statement, asking the student to remain off campus during the investigation, or asking the student to withdraw. Park Academy's obligation to report a crime (such as a sex crime or other abuse subject to mandatory child abuse reporting laws) does not end if the student withdraws.

Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action; however, the school cannot guarantee total confidentiality to anyone involved in the investigation.

In communicating the outcomes of an investigation, Park Academy is required to maintain the confidentiality of all students on campus.

## DISCIPLINARY PROCEDURES

The purpose of discipline is to help change behavior; it is not to punish a student. Keeping our students' unique learning and behavioral needs in mind, we have developed a system of discipline that focuses on recognizing inappropriate behavior, taking responsibility for actions, and making restitution when necessary or appropriate.

Most behavioral issues are handled effectively at the classroom level. In the event that a behavior is repetitive or escalates beyond a minor infraction, a student may be referred to the counselor or administrator for intervention. This may involve counseling about the behavior, consequences such as the loss of privileges, parent contact, behavior contract, or other appropriate consequences.

If a student is involved in a more serious incident involving bullying or harassment, fighting or physical conflict, substance possession or use, possession or use of a weapon, theft, or vandalism, he/she may be subject to suspension or expulsion depending upon the severity of

the behavior and other factors.

### Suspension

Suspension, like expulsion, should be used when other means of correction fail to bring about the proper conduct.

1. On the same day of the occurrence, the parents will be contacted to pick up their student from school within two hours.
2. A conference will be arranged with the parents, the student, teachers (when appropriate) and an administrator prior to return.
3. A discussion of the nature of the offense(s) will be used to determine the length and type of discipline to be administered during the suspension period.
4. As a result of the parent conference, the administrator may or may not require that a contract be signed by all parties, (parent, student, school representative) that indicates future occurrences of disciplinary problems may lead to expulsion.
5. A summary of the record from all meetings regarding the suspension may be made in for the parents if a written request is made within five days of the last day of suspension.

Students on an I.E.P. from their home school are only allowed a total of ten (10) days suspension; after eight (8) days the school district will be notified.

### Expulsion

If a student engages in a serious infraction such as those listed above, expulsion may be considered.

The Head of School shall schedule a parent meeting to inform them that expulsion is being contemplated. (See section regarding Suspension Policy).

1. After, and only after, a parent conference, the final decision regarding expulsion will be made.
2. Final decisions regarding expulsion are the sole responsibility of the Head of School of Park Academy.
3. A summary of the records from all meetings regarding these actions will be made for the parents and if a formal request is made in writing within five days after the final decision has been made.

Students on an I.E.P. from their home school will be referred back to the school district and an I.E.P meeting will be requested.

### CHILD ABUSE POLICY

Oregon law defines mandatory reporters as those people required by law to report child abuse. All Oregon teachers are mandatory reporters. Park Academy follows all of Oregon's laws regarding prevention, identification, and mandatory reporting of child abuse and sexual



misconduct by employees (see ORS Chapter 419B and ORS Chapter 339). These laws require that any employee having reasonable cause to believe that a child has suffered abuse, a person has abused a child, or a school employee has engaged in sexual misconduct with a student, must report or cause a report to be made to the appropriate authorities.

The purpose of the Park Academy Child Abuse Policy is to ensure the safety of our students. This policy will define mandatory reporters and describe the reporting process. The policy is congruent with the Park Academy Vision and Mission Statements and is in full compliance with Oregon laws regarding prevention, identification and reporting of child abuse and sexual conduct by school employees.

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

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

All Park Academy employees are mandatory reporters and are required by law to report suspected child abuse or sexual misconduct related to a Park Academy student. As such, any school employee who suspects any abuse of any kind must report it the Head of School. The Head of School will assist the reporting employee to properly document the report and submit it to the Oregon Department of Human Services (Child Protective Services). The Head of School will be notified of all reports made.

Due to reporting requirements, a member of the faculty or staff is not permitted to maintain total confidentiality to a student (or parent) who informs him/her of a concern of sexual assault or sexual misconduct if the concern leads the employee to believe s/he has a duty to report the information. Training on the prevention and identification of abuse and sexual conduct and on the legal obligations of school employees is provided for all Park Academy school personnel. Separate training is also available for parents and/or guardians of Park Academy students, and the students themselves (in an age appropriate manner).

*If you, as a student, believe you have been abused by anyone in the Park Academy community or otherwise, please seek out any Park Academy adult whom you trust (teacher, counselor, the Head of School, etc.) immediately, so that person may ensure your safety. Park Academy will*

not discipline a student for initiating a report in good faith about suspected abuse or sexual misconduct by a school employee or suspected abuse by a student. Park Academy will notify the person who initiated the report about actions taken by the school based on the report. In the event that the person being accused is the Head of School, that report should be made to the Assistant Head of School, who will report it to the Board Chair. Alternatively, the report may be made directly to the Board Chair.

## EMERGENCY PROCEDURES

### Procedures in Case of Fire

- Whenever a fire occurs in a building or there is a reason to believe a fire exists in a building, all buildings shall be evacuated immediately. Staff will escort all students to the designated safety zone.
- The lead staff will immediately notify the Fire Department.
- No building will be re-occupied without permission from the fire official in charge.
- Parents will be notified of fire and students will be picked up from a designated safety zone.

### Procedures in Case of Earthquake

In the event of an earthquake, all staff and students will drop, cover, and hold until they are released by an administrator. In the case of a minor earthquake, once the shaking has ceased, students will return to their normal positions and resume class.

In the event of a moderate to major earthquake, staff and students will drop, cover, and hold until they are released by an administrator. When the shaking has ceased, the administrator(s) on duty will determine if the best course of action is to remain inside or to evacuate based on a number of factors. If students are ordered to evacuate, they will follow the standard evacuation procedures used in a fire drill. Teachers will use their colored cards to indicate if there are missing or injured students.

Each staff member will have a designated role in the event of an emergency of this magnitude and the crisis plan will be activated.

### Evacuation

In case of an emergency requiring the evacuation of Park Academy (e.g. earthquake), parents will be notified of the evacuation and students will be picked up from the United Methodist Church at

1855 South Shore Blvd.  
Lake Oswego, OR 97034

## Emergency Lockdown or Lockout

In the event that a lockdown or lockout must be initiated by the administration, students, staff and faculty will be alerted to follow given protocols for the appropriate level of threat. In some situations, students are simply brought in from outdoors and all exterior doors are secured. Other circumstances may require more significant actions based on the type of threat. Lockdowns may be initiated as precautions for unidentifiable odors, potentially hazardous chemicals, police request, environmental occurrences, and on-campus hazards to student safety, including reports of weapons, explosive devices or threats to do harm.

## Drills

In the event of an actual emergency, quick and automatic response is the best way to ensure student safety. Park Academy holds monthly drills to ensure students, staff, and faculty are extremely familiar with the procedures for a variety of emergency situations. All students are expected and required to participate in each drill respectfully and intentionally. Execution of drills will be evaluated and Park Academy will follow the guidelines issued by ODE and the LPHA.

## ACADEMICS

### Curriculum

The curriculum at Park Academy is based on the Common Core Standards as adopted by the Oregon State Department of Education. All students are exposed to a core curriculum aligned with these standards using teaching methodologies and groupings appropriate for their unique learning needs.

Students in grades 3-8 are enrolled in classes by grade level and/or academic need to ensure exposure to grade-level curriculum, but also receive specialized instruction in reading and math based on their current levels of performance and individual needs. All students who need it receive intensive reading intervention using the Orton-Gillingham method when deemed appropriate through incoming and site-based academic testing.

All students participate in enrichment courses, such as music, drama, art, robotics, and gardening.

The High School offers students in grades 9-12 a broad and demanding curricula in the four core subjects, that prepares them with the knowledge, skills, and habits of mind necessary for post-secondary education. Students have the opportunity to take a wide variety of electives including options such as drama, art, leadership, robotics, and culinary arts. High School students meet the requirements for an Oregon state diploma.

## Assessments

When a student enters Park Academy, their existing assessments are reviewed carefully. Once enrolled, their progress in mathematics, decoding, fluency, and comprehension is monitored through a combination of formative, summative, and progress-monitoring assessments. Some of these are formalized tests that provide grade-level equivalencies, while others are measures of growth such as a writing sample. On-going assessment is used to determine placement in intervention groups, plan instruction, and monitor student progress over time.

## Final Exams

High school students are required to take final exams at the end of each semester. Each individual teacher determines the content and the grade percentage for their particular final exam.

## Standardized Testing

Park Academy does not participate in any high stakes standardized testing.

## High School Graduation Requirements

Park Academy is a fully accredited high school. All core curricula are aligned with the Common Core Standards adopted by the Oregon Department of Education. Students who attend Park Academy complete a scope and sequence of courses that lead to a state diploma.

Students must complete 24 total credits to graduate, including the following required credits. Courses that meet 5 days per week including all core subjects, earn .5 credits per semester. Courses that meet 2-3 days per week such as electives and physical education earn .25 credits per semester.

Language Arts - 4

Science - 3

Math (Algebra I and above) - 3

Social Science - 3

Health - 1

PE - 1

Any combination of fine and performing arts, career & technical education. - 3

Enrichment - 6

## Post-High School Planning

Resources are available to assist students with their post-high school planning. Assistance includes college counseling, PSAT testing, SAT/ACT preparation materials, and financial

information. College and career exploration will occur in classrooms through planned activities that integrate specific content with college and career applications.

#### Field Trips and Experiential Learning-(Pending COVID protocols)

With the exception of occasional social events, all field trips have educational or cultural value and are curriculum-related. These are opportunities to deepen student learning outside the school walls and may include trips to the Oregon Museum of Science and Industry, theater, museums, community activities, service learning, and other enrichment opportunities. Each field trip will require a separate and specific permission slip. Students will not be allowed to attend without the appropriate permission slip returned prior to the day of the trip.

Planning for each trip will include:

- Consent/release form from parents on file in school office
- Separate information form for each learning expedition
- Emergency information for adult in charge
- Transportation and insurance of transporting vehicle(s)
- A fee (when applicable)
- Adequate adult supervision
- Head of School's permission

## SCHOOL POLICIES

### Alcohol, Tobacco, Vaping & Paraphernalia

Students may not possess, use, purchase, sell, distribute or display any alcohol, drugs (both illicit and prescription drugs), tobacco, or any related paraphernalia such as vaping devices, pipes, lighters, papers, either on campus or off campus during school activities or during school hours. This includes clothing promoting, advertising, and showcasing any of the above. Students may not come on to campus under the influence of any of the above substances.

Violation of this policy will result in disciplinary action up to and including suspension and possible expulsion. Students who remain present when these activities occur may also be subject to disciplinary action.

### Allergies

Park Academy understands that many children have food allergies. We will work with families to accommodate their child's needs. Students are provided with a refrigerator, freezer, and multiple microwaves to store and prepare their own food. Classroom parties are a rarity, but in the event of a special event involving food, families are notified in advance in case they would like to provide specialized food. Any life-threatening allergies must be disclosed and documented at admission in order to create a care plan for the student. Park Academy reserves the right to change any food-related policies in response to our student population.

## ATTENDANCE

### Attendance

Regular school attendance is necessary to maintain the continuity of learning. It is impossible to reconstruct the classroom learning once it has been missed. Therefore, we request parents not schedule appointments or vacations during scheduled school hours/days.

Students on an I.E.P. with their home school may not miss more than ten (10) consecutive days. The district will be notified after eight (8) and after ten days the student will be dropped and must be readmitted.

Tardies: Teachers will be in their classroom at 7:45 a.m. so that instruction can begin at 8:00 a.m. Students who arrive late are to report to the office for a tardy slip.

- When a student acquires six tardies to first period, parents will receive a letter from the school outlining the school attendance expectations. When a student acquires ten tardies to first period, an attendance conference will be scheduled with the parents

and student to review the attendance policy and identify possible barriers to punctual school attendance.

- If a student is repeatedly tardy to class during the school day, school administration will meet with him/her to determine the reason for tardiness and review the school policy. Continual violation of this policy may result in consequences, such as afterschool detention or community service.

**Absences:** It is imperative that parents/guardians of students who are absent contact the school at (503) 594-8800 by 8:30 a.m. to report the date and cause of the absence.

Absences are considered “excused” for the following reasons:

- Illness (with a doctor’s note after three days)
- Bereavement
- Court/legal dates
- Medical Appointments
- School-sponsored trips

If a student acquires six absences in a semester, parents will receive a letter outlining the attendance expectations for Park Academy. If a student acquires ten absences in a semester, an attendance conference will be scheduled with the parents and student to review the attendance policy and identify any barriers to regular school attendance.

Planned Absences should be communicated to the school seven days in advance. This provides teachers the opportunity to provide work for the student to complete in their absence. Although elective absences are not condoned by the school, we recognize that these are sometimes necessary for personal reasons.

### Closed Campus

Park Academy has a closed campus policy. Students are expected to remain on campus except in rare, specific situations that are prearranged with school administration. Students must have a note or the office must have phone contact with a parent/guardian before the student leaves campus.

Students in grades 9-12 may obtain an off-campus lunch pass by submitting a daily release signed by each teacher indicating they have no missing work and are academically eligible to leave campus for lunch. Parent permission must also be obtained in advance. Students are not permitted to drive during the lunch break. They must walk if they are going to leave campus. However, this may change based on COVID levels and guidance from local and state health agencies, the CDC and ODE.

### Confidentiality

All school records are kept in a locked file and only those authorized may view them.

## Dress Code

The health and safety of our students and a school environment free from distractions and disruption are among Park Academy's highest priorities. We request that our students dress appropriately, adhere to these goals and recognize that they represent Park Academy, as well as themselves in our community.

Dress and grooming are primary responsibilities of students/families. Students may be directed to change dress or grooming by the administration if deemed inappropriate. The following are considered inappropriate dress for Park Academy students:

- If clothing interferes with the learning process or school climate.
- If clothing is unclean or threatens the health or safety of the student or others.
- Visible under-garments, plunging necklines (including bare midriffs), see-through materials or sagging pants are not appropriate attire.
- Hoods and sunglasses will not be worn inside the school buildings unless approved by administrative personnel.
- Clothing, jewelry, or wording/graphics on clothing which is sexually suggestive, drug related, vulgar, depicts violence, is gang membership related, insulting or ridicules a particular person or group is prohibited.
- Shoes are to be worn at all times, unless requested to be removed for a specific activity.

## Student Driver Regulations

Vehicles parked on school property are subject to search by school officials and/or law enforcement units. Parking is a privilege for which students will remain eligible as long as they abide by the rules and regulations outlined below:

- A parking contract will be issued, read, signed and dated when the parking permit application is received.
- Cars are to be parked only in painted parking spaces.
- Unsafe driving (speeding, driving recklessly, tire squealing, leaving lanes, driving over embankments, etc.) will result in a revocation of the parking permit.
- Failure to observe posted signs regarding speed limits, or parking in prohibited areas will result in a revocation of parking privileges.
- No cars are to be driven during the school day unless arrangements have been made with the administration.
- Students are not permitted to drive other students without prior written permission from both students' parents.
- Students are not permitted to be in the parking lot during school hours.
- Loitering in the parking lot is prohibited and will result in revocation of the parking permit.
- Students have full responsibility for the security of their vehicle and must make certain that it is locked and that the keys are not given to others.



## Electronic Devices

In order to maintain the integrity of the educational environment, all students must adhere to the following guidelines:

- Cell phones may only be used before or after regular school hours by students in grades 3-8.
- Students in grades 9-12 may use their devices during break and lunch times.
- At all other times, all electronic devices must be **TURNT OFF** and **PUT AWAY** while on campus.
- At no time is it appropriate to use an electronic device while in class for any purpose without teacher permission.
- Inappropriate use of phones on campus or at school events may result in phones being confiscated, parent contact, and/or additional disciplinary action.
- Pictures and/or videos may not be taken of other students or staff members without their express permission. Sharing any pictures or video without obtaining permission is not allowed.

## Family Service Hours-(not applicable for the 2011-22 school year)

Park Academy requires 24 service hours from its families throughout the school year. These hours help maintain the quality of services and the safety of the environment at Park Academy, and foster a unified community. Each family is expected to complete and log 24 hours of service work (12 hours for a single parent family). If a family does not complete their 24 hours, they will be responsible for any remaining time at the rate of \$11.00 per hour

## Fundraising

All families are expected to participate in Park Academy's fundraising efforts. Although tuition covers approximately 80% of the actual cost to educate each child, the remaining amount is generated through fundraising and philanthropy. Participation in fundraising events, personal giving, inviting friends and family to give, and sharing your personal stories are ways you can be part of our efforts.

## Guidelines for Taking Pictures at School

It is never appropriate to take anyone's picture or shoot video of them without their permission. Posting inappropriate or illegally obtained pictures, videos, or information on the internet may result in disciplinary action and/or referral to law enforcement. Pictures (including video) may only be taken on campus with prior permission from school personnel. This includes existing classes such as photography, yearbook, etc.

## Health Procedures

### Emergency First Aid

When students are injured during school hours and on campus, they are usually brought to the front office for simple first aid treatment. Health and emergency information is consulted before any treatment is given. If a child has fallen ill or injured to a level at which they will not be able to attend class, parents will be notified. In the event that a more serious injury or illness occurs and emergency medical personnel are summoned, parents will be immediately notified. If a child is taken to the hospital and a parent cannot accompany the child, school personnel will accompany the child until a parent or guardian can arrive to be with the child.

### Illness or Injury

We will call you if your child becomes injured or ill during the school day and is unable to participate in classroom activities. Our office staff will take care of your child until you are able to make arrangements to pick up your child. However, we do not have facilities to provide long-term care for sick children. Parents are encouraged to have back-up options in place in case they are unable to pick up their child themselves.

Sometimes it can be difficult to determine if you should send your child to school. Obvious signs of illness that should result in a school absence are a fever above 100 degrees, vomiting, diarrhea, some rashes and skin infections, swollen eyes or eyes with discharge, severe sore throat, persistent or painful cough, active sneezing or nasal draining, significant headache, muscle aches, or evidence of head lice, scabies, or ringworm. In the absence of these significant symptoms, please consider your child's health and the health of others when sending your child to school. If he/she is complaining of not feeling well, we ask that you carefully evaluate whether school attendance would benefit your child or cause a prolonging of their symptoms.

### Immunization Requirements

All students must provide proof of at least one dose of the following vaccinations: polio, measles, mumps, rubella, and diphtheria-tetanus, hepatitis B and varicella (chicken pox). Exceptions are made for students with religious or medical exemptions. These records/updates should accompany the forms in the "Back to School" packet. Students who do not have proof of current vaccinations by the first day of school will be sent home until proof is submitted.

### Infectious Diseases

If your student has been diagnosed with an infectious disease, it is required that you call the school at 503-594-8800. If your student has had a fever, vomiting or diarrhea within twenty-

four hours they should be kept at home. If these symptoms appear during school hours, you will be called and your student should be picked up within the hour. Please refer to the COVID-19 addendum for specific information about COVID-19 exposure and infection.

### Oral Medication Policy

Medication to be administered at school must be accompanied by a completed “Authorization to Administer Oral Medication Form”. This form applies to prescription as well as over the counter medicines and must be signed by the parent. Parents/Guardians must personally bring all medication to the office to be documented by office personnel. Medication **MUST** be in original container with doses clearly stated. All medication will be kept in a locked, secure location.

### Physical Education Exemptions

On occasion, a student may have a medical reason for being unable to participate in physical education such as a broken limb, surgery, or other condition. If a child is to be exempted from physical education, a written request must be submitted to the front office. If it is to be longer than one single class day, a note from the doctor is required.

### Homework Completion

Parents will set and monitor nightly homework and reading time. Homework assignments are carefully planned to extend learning when appropriate and to practice skills that have already been learned. Homework is limited, as we know this can be stressful for our students.

### Lunch

Park Academy does not have a formal lunch program. Students are provided with their own kitchen, stocked with a full-sized refrigerator, freezer, and multiple microwaves where they may prepare or heat up their lunches. If a child has a severe food allergy, it is imperative that be communicated and documented at admission so that staff can be alerted. *No snack foods or hot lunches will be available for the 21-22 school year due to COVID-19 protocols.*

### Non-Solicitation Policy

We ask that families, faculty, and staff refrain from soliciting the school community for organizations and causes not related to the school. Any fundraising activities must be coordinated with the development director.

Prom (2021-22 Prom will be determined based on COVID-19 metrics)

Students who attend prom must follow the following rules:

- Appropriate conduct must be maintained at all times.
- Transportation to and from the dance must be arranged prior to the dance.
- Once a student and/or their guest leaves the dance, they cannot re-enter and must depart school grounds promptly.
- Students may bring guests who have been issued guest passes at the discretion of the administration. Guest passes may be requested from the Admissions office at least 48 hours before the date of the dance. Students must accompany their guest to the dance and are responsible for their guest's conduct. Students must have the guest form completed and signed by both students' parents and submitted prior to the dance.

#### Public Displays of Affection

While Park Academy recognizes that students will feel affection for one another, students may not engage in public displays of affection other than holding hands or hugging.

#### Sexually Intimate Behavior

Sexually intimate behavior of any kind is not appropriate on school property or at school-related or school-sponsored events at any time by any students. This includes the use of social media and other electronic communication means to engage in sexually explicit talk or images or to make sexually-related comments about another student through a medium in which others can view it such as SnapChat, Instagram, What's App, and other electronic communication avenues.

### STUDENT CONDUCT AND ATTITUDES

Park Academy expects self-discipline, sound judgment, and respect for self and others. Our goal is to help students learn from experiences both in and out of the classroom, to be accountable for their own actions, and to behave honorably.

The following are considered fundamental standards of behavior.

#### Integrity

Students are expected to take responsibility for their own work and behavior. Park Academy regards dishonesty and disrespect as very serious and responds accordingly. Lack of personal integrity is evident by such actions as lying, stealing, or forgery. Lack of academic honesty is evidenced by such acts as plagiarism, cheating, or allowing others to represent your work as their own

#### Respect and Responsibility

Students are expected to demonstrate respect for self, others, and the environment. The following behaviors are regarded as disrespectful and not permitted at school:

- **Bullying:** negative acts or statements that are targeted, repetitive, and intentional
- **Discrimination:** open or implied acts or statements directed against any racial, sexual, or religious group within or outside of the school community.
- **Disruptive behavior:** actions that interfere with the educational environment or process are detrimental to the welfare of others.
- **Harassment:** unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale or a student's emotional well-being
- **Intimidation:** an intentional threat by word or action.
- **Vandalism:** willfully damaging, defacing, or destroying property.
- **Verbal abuse/harassment:** put downs, insults, slander, and ostracism including language or behavior that insults, offends, ridicules, or torments another person.

### Out-of-School Conduct

Students should be aware that some behaviors, even outside of school hours or off school property, may result in disciplinary action. Bullying in person or using digital communication or other actions which interferes with the school culture or infringes on other students' rights will be addressed by site administration.

### Parent Group

Park Academy's Parent Group is made up of parents, staff and friends who gather to better support our school's programs. Student participation is also encouraged. Our school is only as strong as the support it receives. Your participation as a parent ensures the best possible results for the students and the school.

**Objectives:** To participate in programs and projects for our school through

- Sponsoring fundraisers
- Helping to obtain non-budgeted items needed in the school
- Helping with field trips
- Providing hospitality at meetings
- Facilitating teacher/staff/parent activities

The Parent Group is subject to the Board of Trustees, and is not authorized to act on behalf of Park Academy unless authorized by the Head of School or Board Chair.

### Student Arrival and Dismissal

Students will arrive and be picked up on time and in a prompt manner. Car pool arrangements are the responsibility of parents or guardians. School personnel must be informed in writing of changes.

## Student Pick-Up

If a parent needs to pick up a student early, the parent must come to the school and call the front office. To ensure the safety of all students, the office staff will call a student to the front desk for early dismissal. Visual contact will be made to verify identity, but parents will be asked to remain outside the building.

## TECHNOLOGY USE

Park Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, we encourage the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Park Academy

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Park Academy adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Park Academy-owned equipment or the Park Academy network

### Acceptable Use

1. All use of the Internet must be in support of school activities such as research, using on-line collaborative tools, and accessing on-line software.
2. Proper codes of conduct in electronic communication must be used. In on-line communities, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, Park Academy will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### Unacceptable Use

1. Giving out personal information about another person, including home address and phone number is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.

3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
4. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
6. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
7. The unauthorized installation of any software, including shareware and freeware, for use on Park Academy computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
9. The Park Academy network may not be used for downloading entertainment software or other files not related to the mission and objectives of Park Academy for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Park Academy.
10. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
11. Use of the network for any unlawful purpose is prohibited.
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
14. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
15. The use of social media platforms on school devices is strictly prohibited.
16. Any activity related to hacking into the network or utilizing malware or other invasive programs to affect, influence, or disable the network are strictly prohibited.

## General Chromebook Use Guidelines

Each classroom is equipped with Chromebooks for student use. Here are some general guidelines for Chromebook use.

- Chromebooks are meant to be used in the classroom to which they are assigned and may only be taken out of the room with the express permission of the classroom teacher.
- “Lower the lid” when the teacher/presenter is talking.
- Only use as instructed.
- Do not change settings or download anything unless instructed to do so.
- Comments/chat conversations must be school appropriate and connected to the lesson.
- Don’t use the Chromebooks with dirty hands.
- Water bottles must stay on the floor when Chromebooks are in use.
- No food or drinks (besides water) allowed in the classroom.
- ALWAYS carry your Chromebook with TWO hands with the lid closed.
- Plug in your Chromebook when you return it to the cart.

## Transportation

Skateboards, roller blades, scooters, and bicycles are allowed on campus for transportation to and from school. However, they must be parked and locked during school hours or turned in at the front desk for the duration of the school day.

## Tuition Payment

Payments must be paid on time in order for your child’s continued enrollment at Park Academy. All tuition arrangements or exceptions must be made with the accountant. Failure to pay tuition on the prearranged time schedule may result in disenrollment from Park Academy. Please refer to the tuition policy in the back to school registration information in Alma.

## Visitors

All visitors, including parents, family members, volunteers, guest speakers, community members and alumni, must obtain a visitor pass and sign in at the front desk. Students may not bring non-Park Academy students to school without obtaining permission in advance from the Head of School. Visitors will be highly restricted during the 2021-22 school year due to COVID.



Volunteers (Volunteers will be limited for 2021-22 due to COVID protocols)

The success of our school depends upon the many volunteers who are a part of our community. We are grateful for the time and effort all of our parents and family members put into Park Academy. Volunteer hours are facilitated through our Volunteer Coordinator. Volunteer jobs range from classroom projects to fundraising to participating on various committees. We want and need your talent! Volunteers are required to submit to a background check to be on campus and provide a driver's license and insurance for any student transportation.

#### Withdrawal From School

If a family decides to withdraw from Park Academy during the school year they must submit written notification before the withdrawal is effective. Proper arrangements for the student's withdrawal will be made after all accounts have been properly taken care of, such as tuition and miscellaneous fees. Families are responsible for tuition costs for the remainder of the semester in the event of early withdrawal. School records will be sent to the new school only upon receipt of a written request from that school. An exit interview may be scheduled with the Head of School or Assistant Head of School.

## COVID-19 Addendum

Park Academy will be open for full in-person learning for the 2021-22 school year. COVID protocols and restrictions may change based on case counts, and national, state, & local guidance. Park Academy reserves the right to change policies regarding social distancing, masking, exclusion, etc. when it reserves new guidance from any of the appropriate agencies. Our number one priority is the health and safety of our students, family, and staff members.

### In-Person Guidelines and Expectations

Park Academy is following all required guidelines from the Oregon Department of Education (ODE) and the Local Public Health Agency (LPHA) to ensure the safety and well-being of our students and staff members.

COVID 19 Site Coordinator: Dr. Mary Mollway

Any concerns about an unsafe workplace or school should be directed to the site coordinator.

The site coordinator will:

- Ensure adherence with the site-specific COVID-19 plan, including social and physical distancing requirements
- Train employees and parents on the contents and procedures of the COVID-19 plan
- Consult with legal counsel, ODE and the LPHA regarding modifications and updates
- Be available during work and/or class activities to monitor compliance and answer questions and concerns as needed
- Review school activities and documentation for timeliness and compliance
- Ensure that PPE and hygiene materials are available
- Report implementation and safety concerns to the COVID-19 team, directed by the Head of School, Craig Lowery

### Vaccination Status

We are strongly encouraging families to consult with their medical practitioner about getting the COVID-19 vaccination when their child becomes eligible. It is not a requirement at this time for attendance, but families will be asked to upload proof of vaccination as part of the Back-to-School registration process. However, Park Academy reserves the right to change the vaccine policy based on ODE, OHA and CDC guidance.

### Physical and Social Distancing Plans

The CDC and ODE have provided *strongly advised* guidance about student distancing and masking.

- Students will maintain 3 feet of social distance when possible
- All students, staff, and visitors are required to wear a mask anytime they are in the school building. Masks are not required outdoors
- Lunch will be eaten outdoors whenever the weather permits it
- The microwaves in the student kitchen have been placed on carts around the multi-purpose room to provide for social distancing
- There will be no hot lunch option this year

### Student Ingress and Egress

- The school will open the doors for student entrance at 7:30 a.m.
- All students will enter and exit through the front doors

### Hygiene

- Signage is placed throughout the school to remind students to wash and/or sanitize their hands frequently. Hand sanitizing stations will be placed throughout the school for students and staff to use when entering the building and when moving between rooms
- Students will be directed to wash/sanitize hands immediately upon entering the building
- All staff and students will be instructed to follow the cough and sneeze etiquette of coughing and/or sneezing into their elbow and away from other individuals
- Staff and students will be reminded to avoid touching their face
- Students and staff will be required to carry their own water bottle

### Disinfection

- The school will be thoroughly cleaned at the end of each school day and all surfaces disinfected

### COVID Testing

- If a student or staff member exhibits symptoms of COVID-19 and have a permission slip on file, Park staff will supervise the self-administration of a COVID-19 BinaxNOW test
- Individuals exhibiting symptoms will remain in the isolation room until they can be picked up by a family member or can leave the site (staff only)

### Reporting

- Parents/Guardians must report to school administration if and when their child(ren) have had a direct COVID exposure of more than fifteen minutes with an individual who tests positive for COVID-19. In addition, parents/guardians must report results of any COVID-19 test done for their child(ren)

## Exclusion

- If an unvaccinated student or staff member exhibits COVID-19 symptoms, including a fever at or above 100 degrees, they will be excluded from the school site until they are symptom and fever-free for at least 24 hours without the use of fever-reducing or cold medications
- If an unvaccinated student has had close contact with an individual who has tested positive for COVID-19, they will be excluded until they test negative and symptoms, including fever, are not present for 24 hours
- If a vaccinated student or staff members has close contact with an individual who has tested positive for COVID-19, they do not need to quarantine unless they are symptomatic
- If a student or staff member tests positive for COVID-19, they will be excluded until they receive a negative COVID-19 test and are symptom-free OR 72 hours after the point of recovery AND 10 days have passed since the symptoms appeared
- Parents will be notified if their child has come into contact with an individual who was exposed to COVID-19 or tested positive. The identify of those individuals will be kept confidential
- Park Academy has adopted an advisory notice for use in the event that personnel are reported to have been diagnosed with COVID 19 or in close contact
  - **Close contact** means someone who has been within six feet of a person suspected or confirmed diagnosed COVID-19 for more than 15 minutes from 2 days prior to the date symptoms appeared
    - **Exception:** In the classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student where both or all students were engaged in consistent and correct use of well-fitting masks and other prevention strategies such as universal mask use, physical distancing and increased ventilation were in place
  - The school will deem all students who have attended class with a suspected or confirmed diagnosed COVID-19 student or educational staff member to be close contacts
  - Close contacts will be asked to self-isolate for 14 days and may return to school if they remain free of symptoms. If the contact is with a suspected exposure, and that exposure is shown not to be COVID 19, the close contact may return earlier upon notification

## Remote Learning

If a student is excluded due to a positive COVID-19 test or exposure to a COVID-positive individual, that student has the option to attend class remotely. Each teacher will work with their student to ensure access to the curriculum during their exclusion. Students in OG reading may see a change in teacher or time of their reading class as these classes

cannot be taught virtually and in-person simultaneously.

Remote learning will not be utilized for students who are traveling or taking personal days away from school. It is reserved for students who are excluding due to COVID-19.

### Visitors & Volunteers

Visitors will be limited. Whenever possible, meetings with administration or teachers will be done via Zoom. In the event that a face-to-face meeting must be held, a socially distanced meeting space will be utilized, and all participants must wear face masks at all times.

Visitors will be allowed on campus by invitation for specific purposes including: adult-only events, volunteering, etc.

Parents who wish to check their students out before the end of the school day will be asked to remain outside and call us to release their child. Visual contact will be made to verify identity.

### Acceptance of Risk and Release of Liability

- Park Academy requires that parents indicate that they have been informed of, understand, and accept the potential risks of transmission occurring in a return-to-school scenario
- By signing the acknowledgment form, parents indicate this understanding and agree to hold Park Academy harmless for potential exposure to or infection with COVID-19 while on school grounds