

# PARK ACADEMY

Ignite. Empower. Imagine.

## **FAMILY HANDBOOK** **2023-2024**



Park Academy provides an inclusive community where evidence-based practices empower students with dyslexia and related learning differences to reach their highest academic and personal potential.

### **Board of Directors**

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## STAFF & FACULTY DIRECTORY

### Administration

Craig Lowery, Ed.D. Head of School clowery@parkacademy.org 503.594.8800	Cliff Poage Associate Head of School cpoage@parkacademy.org 503.594.8800
Elizabeth Dove Development Director edove@parkacademy.org 503.594.8800	Susan Shuford Counselor sshuford@parkacademy.org 503.594.8800
Megan Holcomb Curriculum & Literacy Coordinator mholcomb@parkacademy.org 503.594.8800	Lucy Davis Admissions & Communications Coordinator ldavis@parkacademy.org 503.594.8800
Katey Flack Administrative Support kflack@parkacademy.org 503.594.8800	

### Faculty

Christine Allen callen@parkacademy.org Reading	Jeff Barnes jbarnes@parkacademy.org Social Studies
Melissa Carroll mcarroll@parkacademy.org Music	Alisha Christiansen achristiansen@parkacademy.org Theater
Alex Davis adavis@parkacademy.org Substitute	Chris Devers cdevers@parkacademy.org English

Gena Fields gfields@parkacademy.org Art	Charles Geier cgeier@parkacademy.org Reading
Rachel Greenough rgreenough@parkacademy.org Reading	Eric Gundel egundel@parkacademy.org Mathematics
Dan Kimbro dkimbro@parkacademy.org English	Ryan Lockard rlockard@parkacademy.org PE & Health
Laura Meeuwsen lmeeuwsen@parkacay.org Grade 3 & Reading	Chris Morrison cmorrison@parkacademy.org History
Katharine Phelps kphelps@parkacademy.org Grade 4 & Reading	Deirdre Plaster dplaster@parkacademy.org Mathematics
Susan Ramirez sramirez@parkacademy.org Grade 5 & Reading	Jenni Sellers jsellers@parkacademy.org Reading
Maggie Skylar mskylar@parkacademy.org Science/STEM	Patricia Voelker pvoelker@parkacademy.org Mathematics

### 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	Cliff Poage	cpoage@parkacademy.org
Google Classroom	Classroom Teacher	See the faculty contact list
Alma Questions/Support	Cliff Poage	cpoage@parkacademy.org
Attendance	Katey Flack	kflack@parkacademy.org
Student schedules	Cliff Poage	cpoage@parkacademy.org

Student support for academics / social emotional needs	Susan Shuford	sshuford@parkacademy.org
School records, immunization records	Lucy Davis	ldavis@parkacademy.org
Graduation, college admissions, transition planning	Susan Shuford	sshuford@parkacademy.org
Tuition payments	Katey Flack	kflack@parkacademy.org
Fundraising, donations	Liz Dove	edove@parkacademy.org
Curriculum, literacy or assessment	Megan Holcomb	mholcomb@parkacademy.org
School Policy and Procedure	Craig Lowery	clowery@parkacademy.org
Admission, re-enrollment and financial aid	Lucy Davis	ldavis@parkacademy.org
Special Education (IEP/504)	Megan Holcomb	mholcomb@parkacademy.org

# PARK ACADEMY ACADEMIC CALENDAR

2023 - 2024

AUGUST 2024						
S	M	T	W	T	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		

28-31 Staff Preservice Days  
31 Welcome Back Social

SEPTEMBER 2023						
S	M	T	W	T	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 Staff Preservice Day  
04 Labor Day  
05 First day of School  
18 Picture Day  
20 Back to School Night

OCTOBER 2023						
S	M	T	W	T	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				

04 Priority Application Window Opens  
13 Staff Inservice Day (No School for Students)  
18-20 Conferences

NOVEMBER 2023						
S	M	T	W	T	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		

03 Picture Re-Take Day  
09 Staff Inservice Day (No School for Students)  
10 Veterans Day  
22-24 Thanksgiving Break

DECEMBER 2023						
S	M	T	W	T	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						

18-29 Winter Break

JANUARY 2024						
S	M	T	W	T	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  
10 Priority Application Window Closes  
15 Martin Luther King, Jr. Day  
17-18 High School Finals  
19 Grading Day - Staff Only  
30 Re-Enrollment Contracts/Financial Aid Due

FEBRUARY 2024						
S	M	T	W	T	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		

16 Staff Inservice (No School for Students)  
19 Presidents' Day

MARCH 2024						
S	M	T	W	T	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						

15 Staff Inservice Day (No School for Students)  
25-29 Spring Break

APRIL 2024						
S	M	T	W	T	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				

15-17 Conferences  
26 Staff Inservice Day (No School for Students)

MAY 2024						
S	M	T	W	T	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	

03 Jog-a-thon  
16 New Student Social/Orientation  
27 Memorial Day

JUNE 2024						
S	M	T	W	T	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						

5-6 High School Finals  
6 8<sup>th</sup> grade Promotion  
7 Last Day of School/End of Year Social  
8 Graduation  
10-12 Staff-Only Days  
19 Juneteenth

JULY 2024						
S	M	T	W	T	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 of School
	Non-Student Day
	School Activity
	Admissions Event

## 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.

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.

You may contact teachers via phone or email. Most of our teachers prefer email communication and check them regularly. Emails will be read and responded to as when teachers are able outside of classroom instructional time..

### 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 Associate 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

Cell phones and other personal technology are disruptive to the school environment, and students are expected to either leave these devices at home or store them turned off during the school day. If you need to contact your child, please call the front office and we will call your child from class immediately.

## 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

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

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.

## Student Information System

Park Academy uses a 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). If you need help with registration or log-in information, please contact the Associate Head of School at 503.594.8800.

## SCHOOL SAFETY

### Inclusion and Diversity Commitment

Park Academy was founded on the principle of inclusion and equity, welcoming those who have struggled to find success in traditional learning environments. We are dedicated to building a community that supports all students who learn differently because dyslexia and language-based learning differences do not discriminate.

We recognize that our students' identities are comprised of more than just these learning differences. They come from a variety of cultural, racial, religious, and ethnic backgrounds, family structures, experiences and communities that influence their day-to-day lives.

Our community is represented by different races, ethnicities, religions, genders, sexual orientations, ages, languages, abilities, economic status, and the neurodiversity of its members. As we embrace our commitment to diversity, equity, and inclusion, we aspire to build a community that best serves students, families, faculty, and staff.

At Park Academy we believe that every student should feel safe, known, heard, understood, and valued. We are committed to community-wide diversity and inclusion because students learn best in an atmosphere where multiple perspectives are welcomed.

In order to expand our mission, we are committed to extending our services to historically marginalized communities and providing access to students and families with limited financial means. We invite donors, partners, and the broader community to join us as we create inclusive classrooms, culturally accessible curriculum, and greater access.

Our board, faculty and staff embrace and understand this journey of making all feel welcomed and included at Park Academy.

### 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.

### Gender Inclusivity

Civil rights laws prohibit discrimination and discriminatory harassment on the basis of gender expression and gender identity in schools. Schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender-expansive

students. Bullying or harassment that targets a student based on their gender identity or gender expression is discriminatory harassment.

## SAFE SCHOOLS 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 gasses.
- 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, Ethnicity, and National Origin Harassment

This type of harassment is done on the basis of a person's ethnicity, race, or nation of 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 websites
- 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 school's 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 additional or escalating consequences.
5. A summary of the record from all meetings regarding the suspension may be made for the parents if a written request is made within five days of the last day of suspension.

Students placed at Park Academy by their home school district as part of an IEP are closely monitored in cases of suspension. The school district will be notified in any case of disciplinary action, and if ten (10) days of suspension are reached, a manifest determination hearing will be called.

## 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 placed at Park Academy by their home school district will be referred back to the school district for an IEP meeting to determine appropriate placement for services.

## 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.

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 to 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 the 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 requests, 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 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. In addition to core classes, all Elementary students have a robust schedule of enrichment courses such as Art, Music, and Theater, as well as daily PE and Wellness.

Beginning in grade 6, Middle and High School students can select elective classes based on their interests and availability. Students can choose from potential elective classes such as Art, Rock Band, Podcasting, Gardening, STEM/Robotics, Videography, or Yearbook, (this list represents a selection, and is not exclusive).

### 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.

## Standardized Testing

Park Academy does not participate in statewide standardized testing. Any assessment that utilizes normative scoring data is used only for instructional purposes, and does not impact a student's grade.

## 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 earn .25 credits per semester.

- Language Arts - 4
- Science - 3
- Math (Algebra I and above) - 3
- Social Science - 3
- Health - 1
- PE - 1
- Fine and performing arts, career & technical education - 3
- Enrichment/Electives - 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 aid information. College and career exploration occurs both in classes and through planned activities and events that integrate specific content with college and career applications.

## Field Trips and Experiential Learning

With the exception of occasional social events or celebrations, field trips have educational or cultural value and support grade-level curriculum and standards. These are opportunities to deepen student learning outside the school walls and may include trips to the Oregon Museum of Science and Industry, local theater productions, 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

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

### Absences

A student who arrives to class beyond 10 minutes after the expected start time will be marked absent. (For example, a student arriving to first period at 8:05 AM is marked tardy. A student arriving past 8:20 AM will be marked absent.) It is imperative that parents/guardians of students who are absent contact the school office at (503) 594-8800 by 8:30 a.m. to report the date and excuse the absence.

Absences are considered "excused" for the following reasons:

- Illness (prolonged illnesses may require a doctor's note)
- Bereavement
- Court/legal dates
- Medical Appointments
- School-sponsored trips

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 we hope that there will be minimal elective absences, we recognize that these are sometimes necessary for personal reasons.

If a student acquires six absences in a semester, parents will be contacted by the school to outline the attendance expectations for Park Academy and discuss potential solutions to positively impact attendance. 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, identify any barriers to regular school attendance, and cooperatively find solutions to support regular attendance.

Students whose absences are great enough to become impactful on their learning or the environment may be asked to enter into a contractual attendance agreement as a condition of enrollment.

Students placed at Park Academy by a school district as part of an IEP may not miss more than ten (10) consecutive days. The district will be notified after eight (8) consecutive absences, and after ten days the student may be dropped or 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 up to 10 minutes to a class late are considered tardy. Past 10 minutes a student will be marked absent.

- When a student acquires six tardies in any class, parents will be notified by the school outlining the school attendance expectations. When a student acquires ten tardies, an attendance conference will be scheduled with the parents and student to review the attendance policy and identify possible barriers to punctual school attendance.

#### 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. High School students who are in good standing may be granted off-campus privileges on a case-by-case basis.

#### Confidentiality

All school records are kept in a locked file and only those authorized may view them. Parents/guardians may request access or sign a release of information to grant the school permission to share student records with relevant agencies through the school office.

## Dress Code

Park Academy values empowering students to excel both academically as well as becoming responsible community leaders. To this end, student dress choices should reflect the intent to sustain a community that is both inclusive of individual expression as well as respectful of our community values and goals.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for ensuring that student attire does not interfere with the health or safety of any student, that student attire does not interfere with the learning process or school climate, or contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students at all times. Clothing must be worn in such a way that the chest, torso, buttocks and genital areas are covered.

- Students Must Wear\*
  - A Shirt (with fabric in the front, back, and on the sides under the arms)
  - Pants/jeans or the equivalent (for example, a skirt, leggings, a dress or shorts)
  - Shoes

\*Courses that include attire as part of the curriculum may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

- Students May Wear:
  - Hats, which must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
  - Religious head coverings.
  - Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.
  - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
  - Ripped jeans, as long as underwear and buttocks are not exposed.
  - Tank tops that cover undergarments and body parts listed above.
- Students May Not Wear:
  - Any clothing that reveals visible undergarments.
  - Shirts that reveal the torso from the navel and above.
  - Violent language or images promoting hate speech, profanity, or pornography.
  - Gang-affiliated clothing.
  - Images or language depicting drugs or alcohol (or any illegal item or activity).
  - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
  - Accessories that could be considered dangerous or could be used as a weapon.

## 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 **TURNED 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

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 AND SAFETY 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 \*(Covid specific policies and practices will be provided and updated prior to the start of school and throughout the year.

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.

## 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 the 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 it be communicated and documented at admission so that staff can be alerted.

## 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.

## 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, text message or other electronic communication means to engage in sexually explicit talk, posting or sharing explicit images, or making sexually-related comments about another student through a medium in which others can view it, (For example, SnapChat, Instagram, TikTok or other social media or digital platforms.)

## 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 of 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
- 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: 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

Classes begin promptly at 8:00 a.m. and students are dismissed at 3:15 p.m. Students will arrive and be picked up on time and in a prompt manner. Carpool arrangements are the responsibility of parents or guardians. School personnel must be informed in writing of changes to carpool arrangements.

## 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. If students are to be transported by anyone other than their parent/guardian or emergency contact on file, please inform the school in writing.

## 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 school administration. Failure to pay tuition on the prearranged time schedule may result in disenrollment from Park Academy. Tuition is due based on your selected payment plan and is due the first of the month. Invoices are regularly sent as a courtesy only. 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.

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.