



PORTLAND PUBLIC SCHOOLS
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MEMORANDUM

DATE: August, 2016

TO: Principals, Office Staff

FROM: Rick Kirschmann, Asst. Director of School Climate and Discipline

RE: **Student Discipline Materials**

Enclosed are discipline materials for the 2016-17 school year to be distributed to all students and staff. Please **send the Student Responsibilities, Rights, and Discipline Handbook** home with each student. In order to ensure each family is notified of school expectations, when possible send the handbook that matches the family's home language. Each school should have received copies based on student enrollment, staff counts and materials for families whose home language is English, Spanish, Chinese, Russian, Vietnamese, or Somali.

There are some important changes noted below, please review and ensure that all staff receives a copy of the materials.

Outline of Changes:

- **Expectations of school personnel** outlined in Student Conduct and Discipline Administrative Directives have been added into Student Handbook Materials:
 - School personnel are expected to use a continuum of culturally relevant positive behavioral interventions and supports to teach, encourage and reinforce appropriate behaviors conducive to a learning environment.
 - School personnel are expected to intervene early and start the discipline process at the lowest possible level to change the student's behavior and minimize loss of instructional time. Additionally, district staff shall consider all available alternatives, focusing first on family and school-based resources when teaching school expectations and responding to misbehavior.
- **Page 13 and 14:** In accordance with PPS 4.30.021-AD and Oregon House Bill 2192 the **use of suspension and expulsion is limited to:**
 - Conduct that poses a threat to the health and safety of students to school employees; or
 - When other strategies to change student conduct have been ineffective; or
 - As required by law.
- **Page 13 and 14:** In accordance with PPS 4.30.021-AD and Oregon House Bill 2192 **prior to suspension or expulsion**, school staff must consider:
 1. The nature of the misconduct.
 2. A student's age, health, and disability or special education status.
 3. Cultural or linguistic factors that may have played a role in the misconduct.
 4. Appropriateness of student's academic placement.
 5. Student's prior conduct and record of behavior.

6. Support systems available to the student.
 7. Student's willingness to repair the harm.
 8. Impact of the incident on overall school community.
 9. Availability of prevention and intervention programs that are designed to address student misconduct.
 10. Whether the student voluntarily disclosed the misconduct.
- **Page 13 and 14:** In accordance with PPS 4.30.021-AD and Oregon State Bill 553 **for a student who is in fifth grade or lower, the use of suspension or of expulsion** is limited to the following circumstances:
 1. For non-accidental conduct causing serious physical harm to a student or school employee;
 2. When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or
 3. When the suspension or expulsion is required by law.
 4. When an out-of-school suspension is imposed, the school is required to take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting so that the disruption of the student's academic instruction is minimized.
 - **Page 13 and 14:** "Discipline Levels": Level 3 added "In school suspension" and removed "temporary exclusion".
 - **Pages 15-19:** "Discipline Table":
 - "Other Similar Offenses" have been removed from all sections (i.e. "Attendance & Punctuality", "Protection of Property, etc.)
 - "Threat of Violence" changed to "Threat Causing Fear of Harm". Descriptive language also updated. "Disciplinary Action" categories added for "PreK-5" and "6th Gr. & Up".
 - "Physical Contact that is Harmful" changed to "Physical Attack/Harm". Descriptive language also updated. "Disciplinary Action" categories added for "PreK-5" and "6th Gr. & Up".
 - Added "Harassment or Bullying on the Basis of Sexual Orientation or Gender Expression", and "Harassment on the Basis of Religion".
 - "Insubordination, Defiance, and Willful Disobedience" are combined as a single violation.

The full texts of policies and administrative directives are available online on the Portland Public Schools website: <http://www.pps.net/Page/1794>

If you need additional copies or to return extra copies contact Dana Riemer driemer@pps.net

For additional questions and/or use of these discipline materials, please contact Rick Kirschmann, Asst. Director of School Climate and Discipline at: rkirschmann@pps.net and Dana Riemer driemer@pps.net

Thank you,

Rick Kirschmann
Asst. Director of School Climate & Discipline

Cc: Assistant Superintendents, Senior Directors Department Administrators, Vice Principals, Assistant Principals, Student Management Specialists and other personnel responsible for student discipline