

**PORTLAND PUBLIC SCHOOLS**

501 North Dixon Street / Portland, OR 97227

Telephone: (503) 916-6290 / Fax: (503) 916-3100

Mailing Address: P.O. Box 3107 / 97208-3107

**MEMORANDUM**

DATE: August 2017

TO: Principals, Office Staff

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

**RE: Student Discipline Materials**

Enclosed are discipline materials for the 2017-18 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.

The 2017-18 version is considered a minor update.  The biggest change was to include the updated dress code implemented last year.  Most of the other changes are simple textual revisions to clarify expectations.

**Outline of Changes:**

* **Page 1** - Translated the English only version message about the handbook being available in multiple languages into all 5 core languages.
* **Page 6** - Replace Dress and Grooming with all new language
* **Page 9** - Add vape pens and vaporizers to the “nicotine delivery devices” bullet.
* **Page 13** - Added “Per Oregon State Law - HB 2192” to the section of considerations prior to suspension or expulsion.
* **Page 14** - Added “SB 553” to the section about exclusionary discipline for students in 5th grade or lower.
* **Page 15** Chart change “Action” (Disciplinary) to “Level”
* **Page 21** - Added language: “Per District practice, building administrators are required to contact their Senior Director when considering 2 or more days of suspension per incident, or if the student already has 2 or more days of suspension.  Building administrators must contact their Senior Director if they are considering an expulsion hearing.
* **Page 22 -**  Added language: **“**A meeting with the parent/guardian ordinarily must be held prior to a student returning to school after a period of suspension to seek resolution of the misconduct and review ways of improving student behavior. A parent/guardian may request a meeting with the principal or designee to develop a plan of action for the student to prevent further incidents.”

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](mailto: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](mailto:rkirschmann@pps.net) and Dana Riemer [driemer@pps.net](mailto: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