



HILLSBORO SCHOOL DISTRICT

District Information/Policies



2011-2012 Elementary Parent/Student Handbook

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Statement of Non-Discrimination

It is the policy of Hillsboro School District that no person be subjected to discrimination on the basis of an individual's race, color, religion, sex, sexual orientation, parental status, national origin, marital status, disability, or age. The District will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons.

Hillsboro School District Strategic Plan

Mission

The mission of the Hillsboro School District, a partnership of schools, families, and community, is to ensure each student graduates prepared to succeed and contribute in a global society by engaging our diverse learners in a challenging, personalized program of educational excellence.

Objectives

All students will meet or exceed District and state standards by 2011.

Each student will meet graduation requirements by setting and achieving challenging goals tailored to individual aspirations, talents, and abilities.

Strategies

Strategy I: Build a world-class school system

We will reignite the community's passion and commitment for our schools in order to build a world-class school system.

Strategy II: Make sure all students are prepared for college and the work force

We will continue our Hispanic Outreach programs to ensure that all students meet both standards and graduation requirements.

Strategy III: Require good teaching practices

We will ensure all staff use effective instructional strategies that actively engage students in achieving our strategic objectives.

Strategy IV: Prepare for future student population growth

We will develop and implement a comprehensive plan to address future student population growth and its related needs.

Hillsboro School District

OFFICE OF THE SUPERINTENDENT



Superintendent's Welcome!

3083 NE 49TH PLACE, #200
HILLSBORO, OR 97124-6008
TEL: 503-844-1500
FAX: 503-844-1781
WEB: hsd.k12.or.us

Dear Parents and Guardians,

We are looking forward to a positive and productive school year, and are pleased to have you as partners in your child's education. There is great enthusiasm about the many successes that the Hillsboro School District has enjoyed, and great optimism about the opportunities that lie ahead for the 2011-12 school year.

Great schools have dedicated parents and guardians who continually work to make a difference. We value the contributions of our families, and are committed to a safe learning environment that is welcoming to all students.

As the school year starts, students are enthusiastic and determined to have a good year. This is a prime opportunity for each parent and guardian to capitalize on this determination and to reinforce the role that high standards, self-discipline, and positive study techniques serve in making each child successful. Your encouragement and your own enthusiasm for learning will be key factors in helping your student succeed.

We look forward to celebrating the achievements of all our students, and are eager to provide them with the knowledge and skills necessary to become successful adults.

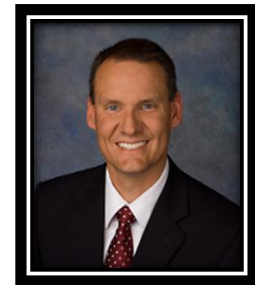
Best wishes for a great school year!

Sincerely,

A handwritten signature in black ink that reads "Mike Scott". The signature is written in a cursive style with a prominent "M" and "S".

Mike Scott

Superintendent



Elementary Principals

Brown / Century Feeder School Principals



Ms Schofield

Butternut Creek

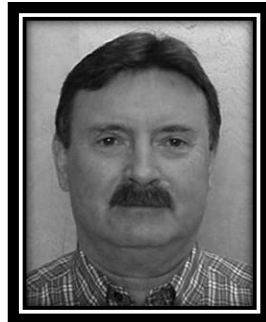
20395 SW Florence St
Aloha OR 97007
503-844-1390
Principal: Enedelia Schofield
Secretary: Sharon Creek



Ms Williams

Imlay

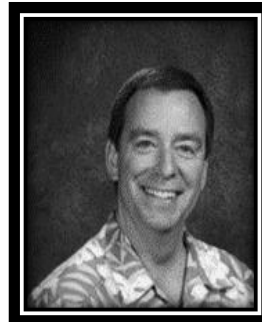
5900 SE Lois St
Hillsboro OR 97123
503-844-1090
Principal: Kona Williams
Secretary: Kathy Paterson



Mr Bourget

Indian Hills

21260 SW Rock Rd
Aloha OR 97006
503-844-1350
Principal: Bruce Bourget
Secretary: Joan Couch



Mr Cox

Ladd Acres

2425 SW Cornelius Pass Rd
Hillsboro OR 97123
503-844-1300
Principal: David Cox
Secretary: Cindi Ansari



Ms Baez

Reedville

2695 SW 209th Ave
Aloha OR 97006
503-844-1570
Principal: Virginia Baez
Secretary: Debbie Grossen



Mr Callaway

L. C. Tobias

1065 SW 206th Ave
Aloha OR 97006
503-844-1310
Principal: Steve Callaway
Secretary: Theresa Kinnan

Evergreen / Glencoe Feeder School Principals



Ms Brauer

Free Orchards

2499 S Beech
Cornelius, OR 97113
503-844-1140
Principal: Becky Brauer
Secretary: Betty Gilstrap



Mr Pede

Jackson

675 NE Estate Dr
Hillsboro, OR 97124
503-844-1670
Principal: Jon Pede
Secretary: Denise McMillan



Mr Olson

Lincoln Street

801 NE Lincoln St
Hillsboro, OR 97124
503-844-1160
Principal: Jason Olson
Secretary: Jan Gard



Mr Harlow

North Plains

32030 NW North Ave
North Plains, OR 97133
503-844-1630
Principal: Craig Harlow
Secretary: Suzanne Ulrey



Mr Pahukula

Paul L. Patterson

261 NE Lenox St
Hillsboro OR 97124
503-844-1380
Principal: Jonathan Pahukula
Secretary: Terri Barkley-Gaston



Ms Murray

W. Verne McKinney

535 NW Darnielle St
Hillsboro OR 97124
503-844-1660
Principal: Celia Murray
Secretary: Roseanna Roman

Poynter / Liberty Feeder School Principals



Ms Monahan

Eastwood

2100 NE Lincoln St
Hillsboro, OR 97124
503-844-1725
Principal: Monique Monahan
Secretary: Kristina Estrada



Mr Matsuo

Lenox

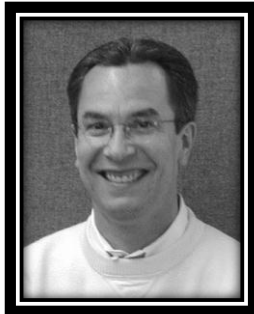
21200 NW Rock Creek Blvd
Portland, OR 97229
503-844-1360
Principal: John Matsuo
Secretary: Wendy Beyer



Mr Haats

Mooberry

1230 NE 10th Ave
Hillsboro, OR 97124
503-844-1640
Principal: Brian Haats
Secretary: Mary Bleckinger



Mr Bishop

Oreco

22550 NW Birch St
Hillsboro, OR 97124
503-844-1370
Principal: Tim Bishop
Secretary: Kerri Rodemack



Ms Hill

Quatama

6905 NE Campus Way
Hillsboro, OR 97124
503-844-1180
Principal: Janice Hill
Secretary: Denise McMillan



Ken McCoy

West Union

23870 NW West Union Rd
Hillsboro, OR 97124
503-844-1620
Principal: Ken McCoy
Secretary: Tonia Mapston

South Meadows / Hilhi Feeder School Principals



Brookwood
3960 SE Cedar St
Hillsboro, OR 97123
503-844-1715
Principal: Molly Siebert
Secretary: Deanna Scribner

Ms Siebert



Farmington View
8300 SW Hillsboro Hwy
Hillsboro, OR 97123
503-844-1735
Principal: Roger Will
Secretary: Susan Cessna

Mr Will



Groner
23405 SW Scholls Ferry Rd
Hillsboro, OR 97123
503-844-1600
Principal: Christie Petersen
Secretary: Cindy Kaufman

Ms Petersen



Minter Bridge
1750 SE Jacquelin Dr
Hillsboro, OR 97123
503-844-1650
Principal: Mary Mendez
Secretary: Tammy Alex

Ms Mendez



Rosedale
3901 SW 229 Ave
Hillsboro, OR 97007
503-844-1200
Principal: Greg Zinn
Secretary: Donna DeCloedt

Mr Zinn



W. L. Henry
1060 SE 24th Ave
Hillsboro, OR 97123
503-844-1690
Principal: Alison Paulus
Secretary: Emily Hefferman

Ms Paulus



Witch Hazel
4950 SE Davis Rd
Hillsboro, OR 97123
503-844-1610
Principal: Grant Corliss
Secretary: Rachel Rasmussen

Mr Corliss

Academic Seminar

Staff members at each elementary school participate in Academic Seminar, a 30-minute early release each Wednesday. Academic Seminar does not change school starting times with the exception of afternoon kindergarten which will start 15 minutes early. This time is dedicated to staff training in effective instructional strategies to improve student achievement.

Accident and Illness

In case of a serious accident to a child we will first try to contact the parent. If we are unable to reach the parent, we will call the emergency numbers in the child's file. If we are still unable to reach anyone we will have the child transported to a hospital in accordance with the emergency medical technicians' evaluation of the child's condition.

No care beyond minimum first aid will be administered at school because we have limited health room facilities. Should a child become ill, we will contact the parent and ask that the child be taken home.

Please contact your school office if you have concerns regarding emergency health care for asthma, allergies, insect bite allergies, hypoglycemia, or other conditions. Standard emergency care procedures are posted in each school health room.

After-School Programs

The Hillsboro Parks and Recreation Department sponsors after-school activities for students. Information about these programs will be distributed at your child's school, or you may contact Hillsboro Parks and Recreation Department directly at 503-681-6120.

Attendance

Research has shown that attendance is important for the academic success of students in school. Students with irregular attendance and excessive absences and tardies are more likely to perform poorly and drop out of school. HSD defines excessive absence and or tardies at 10 or more days for the year. We recognize there are rare instances of family emergencies and extended illness. We discourage parents sending students to school who are sick. However, we do ask parents to allow only illness to keep their students from attending school and to schedule appointments, if possible, during non-school hours. See the District Standard of Student Conduct handbook for specific criteria for excusing students for absences and other attendance policies

Child Abuse

According to Oregon state law, any public or private official who has reasonable cause or reasonable suspicion to believe that any child has suffered abuse or neglect as defined in state law, or that any adult has abused a child, will immediately notify Oregon Department of Human Services (DHS) or the local law enforcement agency.

Hillsboro School District adheres strictly to this legal requirement. A specific procedure is followed by District personnel to contact the Department of Human Services (DHS) to report suspected child abuse.

Class Parties

Classroom teachers may schedule one or more parties during the school year and only commercially made and packaged foods may be served.

Parent volunteers play a key role in these parties by assisting the teachers. Alternative activities will be provided for students who do not wish to participate in class parties. Contact your child's teacher if you wish your child to be excused from parties.

Please note that invitations to home parties should not be distributed at school.

Communicable Diseases

School-aged children occasionally have signs and symptoms which may be related to communicable diseases. Because many communicable diseases are most infectious at their onset, a child should be excluded from school at the onset of any symptoms such as runny nose, fever, cough, dizziness, swollen glands, listlessness, stiff neck, etc. No child should return to school until his or her fever has subsided for at least 24 hours. Only a licensed health practitioner can make a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.

Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if their illness prevents the student from participating in school activities; if the student requires more care than the school staff can provide; or if any of the symptoms listed below are observed.

- Any new onset of rash
- Diarrhea
- Difficulty breathing
- Discolored drainage from eyes
- Draining wounds that cannot be covered with a bandage
- Fever greater than 100.5 degrees
- Jaundice (yellow color to skin or eyes)
- Stiff neck or headache with fever
- Unusual sleepiness, lethargy, or irritability
- Vomiting

Students with these symptoms will be separated from other students while awaiting transportation from the school setting.

If you have any questions about your child's readmission to school after recovering from any communicable disease, please call and speak to one of the District nurses at 503-844-1500.

Washington County Health Department requires exclusion of students with head lice. Students must be nit-free before returning to school.

Please refer to Health and Safety in the District section of this handbook for additional information.

Community Use of Schools

Schools are available for use by the public during non-school hours. All requests to use school facilities must be submitted in writing and be approved in advance of the activity. Contact your school for additional information and procedures for requesting facility use.

Complaints about School Personnel

Please refer to the Standards of Student Conduct handbook.

Early Entry

Oregon requires that a child be five years old on or before September 1 to register for kindergarten or six years old on or before September 1 to register for first grade in public school. Hillsboro School District Policy JEBA permits application for early entry for a student whose birthday is after September 1, but not later than November 15. The process includes assessment of student readiness, academic achievement, motor skills, and social behavior skills. **A fee is charged for these assessments.** Application for early entry into kindergarten or first grade must be received by May 1. Packets for early entry may be obtained in the school office and on the District website at www.hsd.k12.or.us. Please contact your school principal for additional information.

Field Trips

Occasionally teachers plan learning experiences that take place outside of the classroom. Specific objectives are formulated for these field trips and follow-up activities take place when they return. Parents are notified in advance of the date, time, destination, and costs of all field trips.

Volunteer parents often assist teachers on field trips. Because transportation of students is by school bus and preschool age siblings may not travel on the bus, parent volunteers must transport preschoolers by private vehicle.

Homework

Homework is given to students to aid in their intellectual development and to develop independent study habits. Students who do not complete assignments at school may have to complete them at home. If possible, assignments before school vacations and weekends will be avoided.

Reasons for Homework

- To complete work started in class.
- To expand or enrich regular class work.
- To build interest in reading and learning.
- To make up work missed due to absence.
- To encourage parental awareness of student learning.

- To provide an opportunity to pursue special interest or ability areas.
- To increase learning time.
- To establish independent study skills.

Homework amounts may vary from day to day depending on each student's courses, abilities, and grade-level. The following time chart is a suggested guide for most students:

Monday-Thursday

Kindergarten	10-15 minutes	each day
1-2-3	15-30 minutes	each day
4-5-6	30-45 minutes	each day

If your child's homework load exceeds the guidelines, or you have concerns about the quantity, contact your child's teacher.

Guidelines for Parents

- Support your child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.
- Help your student set a regular schedule for study.
- Take an active interest in what your student is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or improvement. Make constructive suggestions, but avoid severe criticism and undue pressure.
- Encourage your student to seek additional help from his or her teacher at school if there seems to be difficulty with the work.
- Consult your child's teacher as soon as problems arise.

Suggestions for Students

It is important to develop good study habits at school and at home.

- Be sure you understand the assignments and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

Labeling Belongings

Please help your child be responsible for his/her own belongings by labeling coats, hats, gloves, tennis shoes, gym clothes, and other personal items. Bike locks should be used to secure bicycles in bike racks.

Lost Child

In the event that it has been determined the District has a missing student, transportation may be contacted to help provide information. Requested information is only to be provided to law enforcement, District Administrators, and the student's parent or legal guardian. After school office

hours contact the Hillsboro Police Department. If the student is transported by bus, Hillsboro School District Dispatch is available until 6:00 p.m. at 503-844.1123.

Medications

When a student has a health condition necessitating the administration of medication during the school day, parents must submit the necessary paper work, following these guidelines:

- Students are not allowed to carry medications other than inhalers and other rescue medications. These may be carried if the student has a physician order and written parent permission.
- State law does not permit school personnel to administer dietary food supplements.
- Medications must be submitted in their original container, and must be transported to and from school by the parent/guardian.
 - ❖ Any refills must be submitted in their original container to the school by the parent. Pharmacies will provide an extra bottle for school use when requested.
- Prescription medications must have a label with the child's name, name of medication, route of administration, dose, amount to be given at school, frequency/time of administration, and physician's name.
- Medication Authorization form is completed and signed by the parent (both for prescription and over the counter medication).
- Over the counter medication must be in their original container, with the student's name on the container. Health care provider order needed if parent's instructions for administration contradict the safe dosing on the container.
- All changes in instructions must be requested in writing.
- When the normal school schedule is changed (due to early release, late openings, etc.) and your child's scheduled medication time does not fall during the school hours for that day, the school will not be giving your child medication.
- Self-administration
 - ❖ General rules
 - If parent desires student to carry and self-administer a medication, they must bring the medication to school and fill out the proper paperwork. Contact your child's school for further information regarding student self-administration of medications at school.
 - Student will not share the medication with another person.
 - Student will carry only the amount of medication needed for one school day.
 - Medication must be kept in its original container.
 - Permission to self-medicate may be revoked if the student violates the policy, and the student may be subject to discipline, up to and including expulsion, if the policy is violated.
 - School nurse consultation required for requests that K-12 students carry prescription medications.
 - School nurse consultation required for requests that K-6 students carry any medications.

Network User Guidelines for Students and Parents

Appropriate educational use of the network is the joint responsibility of students, parents, and employees of the school. Failure to follow these guidelines will result in loss of network privileges and

may result in school discipline up to and including expulsion as well as referral to law enforcement officials.

When students and parents sign a Network User Agreement, it remains in effect throughout the student's years of enrollment in the Hillsboro School District. A parent may revoke the student's right to use the network at anytime by notifying the school office manager.

The District's system is provided on an "as is" and "as available" basis. The District makes no warranties, whether express or implied, with respect to any services provided by the system and any information or software, contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the systems user's requirements, or that the system will be uninterrupted or error-free, or defects will be corrected. All information on Hillsboro School District network is District property.

The District shall not be held liable for users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or cost incurred by users. System users and parents of students with access to the District's electronic communication systems should be aware that use of this resource may provide access to other electronic communication systems that may contain objectionable material. While the District has a filtering system to protect the system from objectionable material, the possibility still exists for access to objectionable sites.

- A. Acceptable Use: Network use is provided for educational purposes only. Examples of educational use include collaborating on work with other students and experts, conducting research, and online publishing. The use of the network by anyone must be consistent with legal and ethical behaviors. Transmission of any material which would be in violation of any state or federal regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or materials protected by trade laws. Use for commercial activity, product advertisements, or political activity is also prohibited.
- B. Privileges: The use of the network at school is a privilege, not a right, and inappropriate use will result in termination of that privilege. No student will be allowed to use the network without a signed District Network User Agreement and Parent Permission Form. The school administration, faculty, or staff may request that access be denied to any individual who abuses or violates any of these guidelines.
- C. Security: Security on any computer system is a high priority, especially since the system involves many users. Misuse of the system must be reported to the classroom teacher or Technology Facilitator immediately. Failure to report a problem may result in loss of your access privilege.
- D. Vandalism: Intentional abuse of the network's resources, communication tools, or publishing capabilities will result in termination of network use. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, or to cause harm to the computers or any other hardware or software. Changes to others' materials will not be tolerated.
- E. General Network Etiquette:
 - 1. User ID and password must not be shared with others.
 - 2. The school's address or class email address should be used when students request materials.

3. Information that is personally-identifiable which includes age, home address, e-mail address, social security number, or phone number may not be used in any communication or publication online.
 4. A recognizable photograph of a student may not be used in any communication or publication online without explicit parental permission.
 5. System users will not post personal information about students, teachers, administrators, systems administrators, or any other person without explicit permission.
 6. It is important to use the network in a manner that is consistent with the school's general rules of behavior.
 7. Students should ask a supervising adult when unsure about a situation or decision.
 8. Students must work with an adult staff sponsor and follow publishing guidelines as provided when publishing on the Hillsboro District website or any affiliated school websites.
 9. E-mail should be deleted after it is read. All student electronic data, including student web pages, will be removed at the end of the school year unless special arrangements have been made in advance.
 10. Student web pages must include the following statement: "The view expressed and information provided represent the student author and not the Hillsboro School District or its affiliates."
- F. Unacceptable Activities: The following guidelines govern all networked or non-networked activities:
1. Swearing, vulgarities, or any other inappropriate language will not be tolerated.
 2. Abusive messages intended to harm or degrade others will not be tolerated.
 3. Illegal activities are strictly forbidden.
 4. Accessing, creating, and/or possessing inappropriate materials on or through system resources. This includes but is not limited to sites with pornography, profane material, and non-District "chat" sites.
 5. Misusing e-mail. Users will not engage in sending chain letters, messages with inappropriate content, or "spamming" (indiscriminate mass mailings).
 6. Harassing or insulting others using the electronic communication system.
 7. Violating copyright laws, such as illegally publishing or distributing copyrighted material.
 8. Installing software may not be done on any District network resources.
 9. Employing the network for commercial or non-educational purposes.
 10. Attempting to gain unauthorized access (hacking) into any District system, using any District resource to attempt to gain access to any other system, possessing tools usable for such purposes, or going beyond their authorized access. This also includes logging in or attempting to login through another user account or trespassing in others folders, work, or files.
 11. Vandalizing system resources in any manner. This includes but is not limited to destruction or theft of hardware or the intentional deletion or modification of software resources or data.
 12. Spreading computer viruses within the system or using the system to spread computer viruses.
 13. Accessing or involvement in any material or activity that involves illegal activities.

The misuse of the District's electronic communication system will result in the loss of network privileges and may result in school discipline up to and including expulsion. In addition, the District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the illegal use of the District's electronic communication systems.

Personal Items

Toys, electronic devices, trading cards, or other similar personal items are best left at home, unless they are being used as part of an approved school or classroom activity.

Pets and Animals

Pets are not to be brought to school, unless a principal or teacher grants permission. For class activities such as “Show and Tell” parents may bring pets in an appropriate container, and take them home after the activity is completed. Pets may not be transported on the school bus.

Animals loose on the school grounds are referred to the local animal control service.

Procedure for Picking up Your Child at School

If parents need to pick up their student from school before dismissal time, they should send a written note to school in advance if possible. The student should give the note to the main office staff who will copy the note for the classroom teacher (and bus driver if necessary). Parents are requested to pick up and sign out their child from the school office.

If a parent has an emergency situation and needs to pick up his/her child early, the parent should phone the main office if possible or come into the office in person to explain the situation and sign out the student.

Students are never to leave the school grounds during school hours except by permission through the school office.

Progress Reports

Our elementary schools operate on a trimester calendar, which provides parents and students with three progress reports each year. The school calendar includes parent-teacher conferences in October and May.

Release Time for Religious Instruction

Parents may apply to have their student excused from school for religious instruction as provided by law. Elementary students may be excused for up to two hours of religious instruction per school week. Any tests and assignments a student misses because of religious instruction will be given to the student at another time.

Any student unable to attend classes on a particular day due to religious beliefs shall be excused from school and classroom requirements for that day.

Supervision

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Such supervision does **not** include early morning or the time following usual student departure unless the students are present for a scheduled activity. Individual schools will inform parents in the fall of supervision hours.

Please review with your child the danger of speaking with strangers, accepting gifts from people they don't know, or getting into a car with a stranger. These concepts are regularly reviewed at school and your reinforcement at home will stress their importance. Immediately contact your child's principal should your child report any unusual or suspicious occurrence while going to or returning from school.

Safety

The safety of your children is extremely importance. District personnel work very closely with law enforcement and emergency management services to ensure our schools are safe and conducive to learning.

The Hillsboro School District utilizes four general responses to emergencies that involve our schools, students, and staff.

1. Lockout – a lockout occurs when a threat is outside the school building and the building is locked to prevent the threat from entering.
2. Lock down – a lock down occurs when a threat might be inside the school. Students and staff are locked in classrooms inside the school building.
3. Shelter in place – shelter in place occurs when students and staff take shelter inside the school building due to an environmental air quality issue outside of the school.
4. Evacuation – an evacuation will occur when an environmental or structural problem exists in the school building. This could include, but not be limited to, a gas leak or after an earthquake.

Refer to Health and Safety in the District section of this handbook for additional information.

School Bulletin/Newsletter

Each school will publish a bulletin/ newsletter listing office hours, school news, coming events, and other information. Each school will also send information home to parents about the following topics:

- Before- and after-school care
- Daily school schedule
- Emergency procedures
- Parent organizations (PTA, PTC, PTO)
- School activities and programs
- School pictures
- School and playground rules and procedures
- School volunteer opportunities
- Student insurance
- Student management plans

- Student recognition
- Supply lists

Special Education

It is the intent of the Hillsboro School District to provide support for school personnel, parents, and students to enable all students to succeed in school. The District emphasizes collaboration between parents and regular and special education personnel to ensure school success. The staff will explore alternative approaches for meeting the individual needs of students who do not qualify as disabled under Individuals with Disabilities Education Act (IDEA) or Section 504 of the federal Rehabilitation Act, but who need additional assistance for a successful school experience. When evaluation is recommended, the District will ensure that a comprehensive Student Study Team (SST) assesses student needs and develops recommendations for service.

The SST is composed of specialists and teachers in the school. The purpose of the team is to work collaboratively with school personnel prior to referral for special education evaluation, to determine and implement strategies that meet individual needs of students experiencing difficulty.

The team provides evaluation of students when necessary and reviews the data to make recommendations and develop Individualized Education Plans (IEPs).

The District is committed to providing a continuum of services and programs to ensure that placement is based on individual needs. All placement decisions shall give consideration to providing an appropriate education in the least restrictive environment. The Hillsboro School District emphasizes ongoing instructional improvement in special education and is committed to identification, implementation, and evaluation of the best practices on a continuing basis.

The District is not responsible to pay for the cost of education, including special education and related services, of a child with a disability at a private school or facility if the District made a free appropriate public education available to the child and the parents chose instead to place the child in a private school or facility. Parents must inform the District if they are rejecting the special education placement proposed by the District. They must state their intent to enroll their child in a private school. This notice must be given either: at the most recent IEP meeting that the parents attended before removing the child from public school or in writing to the District at least ten business days before removing the child from public school.

Student Insurance

Limited coverage student accident insurance is available to all students for a fee. A brochure and application for this private insurance is sent home with students at the beginning of the school year. Additional forms are also available at the school office.

Student Placement

The school principal is responsible for:

- Assigning teachers to classes

- Assigning students to classes/teachers
- Selecting students for optional programs, and
- Adhering to Oregon laws to develop guidelines for the selection of students

Parents have the right to provide input about the unique needs of their child.

Student Records

Right to Review Student Records

In accordance with state law, parents have the right to:

1. Inspect and review their student's education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.
4. Pursuant to OAR 581-021-410, file with the United States Department of Education a complaint under CFR 99.64, concerning alleged failures by the District to comply with the requirements of federal law; and
5. Obtain a copy of the District policy with regards to student education records (Policy JO/JOA/JOB). Copies of policy are available from the building principal or from the District Administration Center.

Access to Records

Both parents have full opportunity to inspect and review records unless, in the event of divorce, the custodial parent provides the principal with a certified copy of the most-recent court order denying access to school records by the non-custodial parent.

The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records, but require that a log be maintained indicating specifically the legitimate educational or other interest that the person, agency, or organization has in seeking this information. This log is to become a permanent part of the record only for inspection by the parents and the school official who is responsible for the custody of such records.

Correction of Student Records

A parent may seek to correct parts of the student's records which he or she believes to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student by contacting the principal. If the principal does not concur with the parent, the parent may request a hearing with a representative from the Office for School Performance to present evidence that the record should be changed.

Type and Location of Student Records

Parents may obtain information regarding the type of records the District has for their child (i.e., educational, health) and the individuals who have access to these records by requesting such information from the keeper of records in each school.

Family Educational Rights and Privacy Act (FERPA)

Parents may request information regarding FERPA from the principal. If a parent believes FERPA rights have been violated, he or she may report such violations to the U. S. Department of Education or Oregon Department of Education.

Transfer of Student Records

The District forwards education records within 10 days of receiving a request according to Oregon law (OAR 581-21-250). Upon receipt of a request for transfer of education records, the District shall notify the parent or legal guardian of the student of the requested transfer. The parent or legal guardian shall have the opportunity to review the records and to request the correction of records.

Copies of Student Records

Parents may obtain a copy of educational records at a cost of 25 cents per page.

Educational records shall be released to parents only in the presence of a person qualified to interpret the records.

Talented and Gifted Program

Identification procedures for intellectually gifted and academically talented (TAG) students are fully implemented, and programs/services are available for the District-identified TAG students in Kindergarten through Grade 12. Students are identified as TAG through the collection and careful review of a variety of information including parental referrals, Grade 2 Cognitive Abilities Test results, state test results for students in Grades 3-12, parent and teacher observations, and student input. A student may be identified as TAG in one or more the following categories: Intellectually Gifted, Academically Talented in Reading or Math, or Potential to Perform.

The District has a written plan for TAG programs and services in accordance with OAR 581.22.1330. Questions about the TAG program, including the identification process, definitions, the District's TAG Programs and Services Plan, state requirements, and parental rights, may be directed to the child's classroom teacher, the school TAG liaison, the school principal, and/or the District's TAG Director. The address of the District's TAG website is http://www.hsd.k12.or.us/district/school_improvement/tag/

Telephone Use

The school telephone is restricted to emergency use, school business, and calls from parents. Students who need to use the office telephone during the school day must have a telephone pass from their classroom teacher.

Universal Behavior Screen

Kindergarten and 1st Grade Early Screening Project for Start of School Success-

While most children have a successful transition to school and school life, some new students struggle with the structure, routine, group experience and/or following directions in a group setting. The Hillsboro School District wants to support every child in having a happy and successful start to their

school experience. The District knows that early intervention and support create more successful students.

The screen is called the Early Screening Project and is conducted with the Kindergarten and first grade classrooms. It is typically scheduled for October after all have had a chance to settle into the routine and rhythm of school. The ESP aids the District with information on which students may be best served with some additional classroom support. It is completed by the classroom teacher who considers her student's level of engagement, participation, attention and actions in regular classroom activities. The students are not aware of the screening or observations.

Passive parental permission is all that is required for students to be allowed to be screened. This is rationalized by the fact that all students are in the screening pool (as a universal screen); no students are targeted, and some are simply screened out. If you do not want your child to be part of this screening please let your student's teacher know.

Visiting Our Schools

Parents are welcome in all of our schools and are encouraged to visit their child's classroom. It is helpful if parents inform teachers in advance so that the teachers can plan for their visit. *All visitors must check in at the school office when entering the building, pick up a name tag, and sign in so we are aware of who is in the building.*

We request that visitors not talk with children or teachers during instructional time. If necessary, your child may be called to the school office to confer with you.

Children not enrolled in our schools may not visit friends or relatives in our classrooms.

If there are court-ordered restrictions on student contact with a non-custodial parent, custodial parents are responsible for providing the school office with copies of the current court documents.



Hillsboro School District Information / Policies