

# **GLENCOE HIGH SCHOOL**



**2011-2012  
Student/Parent  
Handbook**

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**Parent's**, please tear out this page and return with your student's registration/fee information. Thank you!



It is important for Glencoe High School to have on file current information regarding your student. Please remember to notify the Glencoe High School Registrar at 503-844-1907 if any of the following information changes:

1. Home address
2. Mailing address
3. Phone number (home and/or cell)
4. Work numbers
5. Emergency contact numbers
6. Any changes in persons NOT authorized to pick up your student or have information regarding your student.

Notify the Glencoe Health Assistant at 503-844-1930 of any medical changes for your student.

<b>Emergency Contact Information</b>	
Parents/Guardians, <b>Please update your student's contact information so that we may be able to send school information throughout the school year. This information is also very important in case of an emergency.</b>	
<b>Parent/Guardian 1</b>	<b>Parent/Guardian 2</b>
Student's Name	Student's Date of Birth <span style="float: right; text-align: right;">M   F Sex</span>
Parent's/Guardian's Name	Parent's/Guardian's Name
(   )                      (   ) Home Phone                      Work Phone	(   )                      (   ) Home Phone                      Work Phone
(   ) Cell Phone	(   ) Cell Phone
Email Address	Email Address
Street Address	Street Address
City, ST ZIP Code	City, ST ZIP Code

## WELCOME LETTER

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# Welcome!

August 2011

Dear Glencoe Parents and Students,

Welcome to the 2011-12 school year at Glencoe High School! We are ready to begin classes and activities and look forward to our campus being full of energy, students and staff once again.

We will again have Mail-in Registration and the packet with all the information for student registering should have arrived at your home several weeks ago. If you have questions about registration, please contact the Counseling Office, ext. 3504.

Registration is the first step in beginning the year. After that there needs to be the commitment by the student and parents for regular attendance. Regular attendance is KEY to your student's success during high school. Glencoe High School has an excellent reputation for academic excellence and as a staff we strongly believe that attendance is paramount in student success and learning. Please review the attendance section in the Standards of Student Conduct handbook for specific guidelines and policies regarding attendance and tardies.

The administration and faculty of Glencoe are united in their belief that in order for students to get the most out of the instruction, there needs to be as few distractions as possible in and outside the classroom. There has been a dramatic increase in the number of classroom disruptions as a result of the use of cell phones. Students may use personal electronic devices only during their lunch time and passing periods. Electronic devices may not be used at any other time between the hours of 8:30 a.m. and 3:30 p.m. Parents will, as always, be able to contact their child in an emergency by calling the Main Office or Attendance Office. For more details on this policy please refer to the District Standards of Student Conduct handbook.

Glencoe's staff is an outstanding group of professionals, dedicated and committed to giving your student the best possible education. We are excited about the school year and look forward to having a successful and productive year with each of our students.

Bob Macauley  
Principal

**Glencoe High School**  
2700 NW Glencoe Road  
Hillsboro, OR 97124  
Phone (503) 844-1900  
Fax (503) 640-5604  
24-Hour Attendance Reporting  
(503) 844-1906

## **STAFF and STUDENT CONTACT INFORMATION**

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### **Administrators and Counseling Staff**

**Principal:**

Bob Macauley

**Assistant Principals:**

Greg Mitchell  
Mary Peterson

**Dean of Students:**

Jeff Meeuwsen

**Activities Director:**

Barbara Furstenberg

**Athletic Director:**

Scott Ellis

**Counseling Staff:**

Michelle Frank: A-Ed  
Jacy Jukkala: Ef-Le  
Tanya Stremme: Rh-Z  
Matt Steele: Li-Re

**College & Career Counselor:**

Brooke Nova

**Youth Contact:**

Patricia Seitz

**Project Success:**

TBA

**AmeriCorps Member:**

TBA

## Who's Who at Glencoe High School

### **Arts and**

#### **Communications**

Rebecca Buchanan  
Lori Daliposon  
Ezra Ereckson  
Marilyn Joyce  
Katherine Paisley  
Juanita Reiter  
Vance Sele  
Ray Severns  
Rick Shearing

#### **Business & Computer Education**

Rebecca Hufford  
Eric Walker

#### **Colegio de Bachilleras**

Gloria Campos

#### **English Language**

#### **Learner Program (ELL)**

Delina Burggraf

#### **Family & Consumer Studies**

Shellie DeWhitt

#### **Health**

Rita Jukkala  
Morgan Quimby  
Mike Springer

#### **Industrial Technology**

Rob Brauer  
Glenn Campbell  
Mike O'Connor

### **Language Arts**

Holly Dottarar  
Kelly Greblo  
Julie Guertin  
William Huntzinger  
Jennifer Mann  
Beth Morgan  
Denise Ready  
Juanita Reiter  
Peter Stein  
Tim Stewart  
Duncan Wyndham

### **Mathematics**

Connie Abel  
Lori Daliposon  
Carol Gaumond  
Neysa Hammond  
Jason Harless  
Matt Humphreys  
Scott Jackson  
Emily McGinley  
Tom Stephens  
Bret Wood

### **Media Center**

Terrie Fry

### **Physical Education**

Matt Clark  
Tim Duvall  
Lisa Powell  
Mike Springer  
Sheridan Tator

### **PLTW (Engineering) Technology**

Carol Gaumond  
Peter Schmurr  
Bret Wood

### **Science**

Jennifer Edwards  
Eric Fraser  
John Gibbs  
Drew Lanthrum  
Eric Peterson  
Richard Stanley  
Susan Weidkamp  
Linda Wolf

### **Second Language**

Jeff Johnston  
Ric Linnell  
Katherine Paisley  
Stacey Pelster

### **Senior Seminar**

Susan McLain

### **Social Sciences**

Patrick Ackerman  
Rebecca Clark  
Scott Ellis  
Barbara Furstenberg  
Sami Hayden  
Becky Kingsmith  
Brooke Mowry  
Joseph Rodrick

### **Student Services**

Melinda Callahan  
Shannon Corbeau  
Marcus Glaze  
Mabel Key  
David Kruse  
Mat Leslie  
Todd Sahlfeld  
Whitney Sahlfeld

## Support Staff

Ricki Heller .....	Office Manager
Marva Adams.....	Receptionist
Marilyn Spragg.....	Main Office/Textbooks
Tanis Sanders.....	Activities Finance
Marcia Rawls .....	Registrar
Kathy Fleskes .....	Athletic Secretary
Vicki Brewer.....	Attendance Secretary
Kathy Teel .....	Asst. Principals' Secretary
Brandi Sahlfeld .....	Counseling Secretary
Kristen Spilsbury.....	Counseling Center
Robin Mekkam.....	Secretary
Javier Monsivais .....	Head Custodian
Tina Aasland .....	Health Assistant
Teresa Dorondo.....	Manager, Cafeteria
Susan Betancourt .....	Cafeteria
Suzanne Boyer.....	Cafeteria
Barbara Connolly.....	Cafeteria
Candy Golob .....	Cafeteria
Lisa Horesky.....	Cafeteria
Lucy Shipley .....	Student Services Secretary
Christine Allen .....	Student Services
Miriam Booze .....	Student Services
Andrea England .....	Student Services
Stella Fitzpatrick .....	Student Services
Jody Jones.....	Student Services
Kim Kline.....	Student Services
Kathy Livingston .....	Student Services
Ross McLeod.....	Student Services
Jason Tufts .....	Student Services
Donna Warren .....	Student Services
Debra Wills .....	Student Services
Robert Wills .....	Student Services
Angela Wykoff .....	Student Services
Luis Diaz.....	ELL Secretary
Jean Miller .....	ELL
Ileana Perea .....	ELL
TBA .....	ELL
Sherry Groshong.....	Library/Media Center
Carolyn Bond .....	Computer Facilitator
Debbie Cook .....	Teen Parent Program
Claudia Ireland.....	Teen Parent Program
Phil Stroup .....	Security
Dan Staul .....	Security

## Student Leaders

### ASB CABINET

President ..... Cecilee Russell  
Vice President ..... Alex Lyman  
Secretary ..... Noelani Gonzales  
Treasurer ..... Ryan Farrell  
Members at Large ..... Alissa Hettinga,  
..... Royal Stearns

### JUNIOR CLASS CABINET

President ..... Tiffany Nguyen  
Vice President ..... Annalee Dewey  
Secretary ..... Kyle Rhodes  
Co-Treasurer ..... Cindy Najera  
Co-Treasurer ..... Makensy Venneri  
Members at Large McKenzie Mossman

### SENIOR CLASS CABINET

President ..... Josh Friend  
Vice President ..... Stephany Chum  
Secretary ..... Cole Stave  
Treasurer ..... Jacob Malstrom  
Members at Large . Chris Phanthavong,  
..... Sarah Thiessen

### SOPHOMORE CLASS CABINET

President ..... Matthew Fields  
Vice President ..... Noelani Gonzales  
Secretary ..... Liam Garrett  
Treasurer ..... Cristal Sepulueda  
Members at Large ..... Sean Callahan,  
..... Angel Mandujano Guevara

### FRESHMEN CLASS CABINET

Camille Dang  
Maria Gallegos  
Chloe Harris  
Scott Lyman  
Dominique Mossman  
Rebecca Simon  
Kendall Rosier

## BELL SCHEDULES

<b>Rolling A/B Schedule</b> <b>Monday, Tuesday, Thursday, Friday</b>	
Period 0	7:30 - 8:25
Period 1A/B	8:30 - 10:02
Period 2 A/B	10:08 - 11:44
First Lunch	11:44 - 12:14
Period 3A1/B1	11:50 - 1:22
Period 3A2/B2	12:20 - 1:52
Second Lunch	1:22 - 1:52
Period 4 A/B	1:58 - 3:30

<b>Rolling A/B Schedule</b> <b>Academic Seminar Schedule</b> <b>Wednesday</b>	
Academic Seminar	8:00 - 8:50
Period 1 A/B	9:00 - 10:25
Period 2 A/B	10:31 - 11:58
First Lunch	11:58 - 12:28
Period 3A1/B1	12:04 - 1:29
Period 3B1/B2	12:34 - 1:59
Second Lunch	1:29 - 1:59
Period 4 A/B	2:05 - 3:30

## ADULT 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.

Supervision will be provided at 8:00 a.m. before school and until 4:00 p.m. after school.

Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity.

## ACTIVITIES AND COACHES

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**Activities Director: Barbara Furstenberg**

### GENERAL ACTIVITIES

Newspaper Staff.....Juanita Reiter  
Yearbook Staff..... Morgan Quimby  
Forensics .....Susan McLain  
Drama.....Lori Daliposon  
Band ..... Ray Severns  
Choral ..... Vance Sele  
Cheerleader..... Kyra Weaver  
Dance Team .....Jerri Gross,  
..... Michelle Frank  
Color Guard ..... Amy Degiovani

### FALL ATHLETICS

V Football ..... Steve Jones  
JV Football ..... Eric Fraser  
FR Football ..... Peter Stein  
V Volleyball ..... Whitney Sahlfeld  
JV Volleyball ..... Holly Sahnaw  
JV2 Volleyball ..... Shannon Willeford  
V Boys Soccer ..... Tom Stephens  
JV Boys Soccer ..... John Lariviere  
JVII Boys Soccer ..... Scott Jackson  
V Girls Soccer ..... Deanna Joyner  
JV Girls Soccer ..... Julianne Kremidas  
JV2 Girls Soccer ..... Thuy Wise  
Cross Country ..... Dennis Rice

**Athletic Director: Scott Ellis**

### WINTER ATHLETICS

V Boys Basketball ..... Matt Schmidt  
JV Boys Basketball ..... Josh McInnis  
FR Boys Basketball..... Doug Schuyley  
V Girls Basketball .... Matt Humphreys  
JV Girls Basketball ..... Eric Fraser  
JV2 Girls Basketball ..... Jason Tufts  
Wrestling ..... Jason Harless  
Swimming..... Brian Linnell  
Skiing ..... TBA

### SPRING ATHLETICS

V Baseball ..... Tim Stewart  
JV Baseball ..... Steve Jones  
FR Baseball ..... Andy Ackerman  
V Softball ..... Jacy Jukkala  
JV Softball ..... Christine Nations  
JV2 Softball ..... Brian Linnell  
Track ..... Dennis Rice  
Boys Tennis ..... Todd Powell  
Girls Tennis ..... Allison Hutzell  
Boys Golf ..... Tim Duvall  
Girls Golf ..... Matt Clark

## PARENT PARTICIPATION

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### Glencoe Parent Club

The Glencoe Parent Club acts as a service group for the school, supporting and assisting with student activities and special events. The Club sponsors a variety of events and activities such as the Crimson Pride Achievement Awards, Senior Reception, Arts Support Group, Sports Support Group, and the Senior All-Night Graduation Party. A complete list of the committees will be sent home in the registration packet, and all parents are encouraged to be active on one or more of them.

Meeting dates and times are available on the Glencoe website or by calling (503) 844-1900. Dates and additional information are also announced in the school's newsletter.

### Glencoe Site Council

The purpose of the Site Council is to lead the school community through a process of reform for school improvement. The council sets school improvement goals, determines professional development needs, and activities that support our school improvement efforts. Meeting dates and additional information will be available on the web site or by calling (503) 844-1900.

The Site Council is made up of parents, community members, teachers, classified personnel, students, and building administrators. Meetings are open to anyone who would like to attend.

### Career Center Volunteers

Glencoe has a successful parent volunteer program and would love for you to join the team! Volunteers assist students in meeting their career credit requirements, work with students on their post high school plans, help youth with applying for financial aide, and chaperone college campus tours. The Glencoe Career Center is a member of Oregon's *ASPIRE* program, ([www.aspireoregon.org](http://www.aspireoregon.org)). Through *ASPIRE*'s support each volunteer is trained before working with our students, so bring your enthusiasm for interacting with students and the Career Center will supply the rest! Please contact the College/Career Counselor at (503) 844-1900 ext. 3555.

### Adult Volunteers

When schools and the community work together for the common goal of school improvement, students ultimately benefit. There are many ways parents and other community members can help improve Glencoe by volunteering at school or helping with activities. Community members have tutored students, assisted in offices, landscaped the campus, aided teachers with research or preparation of materials, worked in concession stands, chaperoned students during activities and field trips, sewn costumes, planned and carried out recognition events, made telephone calls, translated for students and staff, and spoken on special topics to classes. If you have any of these special talents or others that would benefit Glencoe High School, please contact our Career Counselor at (503) 844-1900, ext. 3555. Please refer to the District's section for information on how to proceed.

### ESL/Migrant Parents

There will be information meetings and activities for parents of ESL/Migrant students each semester. Meeting dates are Thursday, September 22, 2011 at 6:00 p.m. and Friday, February 17, 2012 at 6:00 p.m. Both meetings will take place in the Media Center. For more information please contact Delina Burggraf at (503) 844-1900, ext. 3684.

## STUDENT INFORMATION

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### Late Arrival Early Dismissal

All students need be on campus during their entire school day in order to take full advantage of the educational programs available.

- ♦ Juniors and Seniors are encouraged to take a full schedule of classes. Early dismissal or late arrival is by parent approval only.
- ♦ Sophomores and Freshmen will not have late arrival or early release.

Students who have late arrival are expected to arrive at school no earlier than 10 minutes prior to the beginning of their first class.

Students who have early dismissal are expected to leave the campus immediately after their last class and not return until the next day.

Students who do not adhere to this policy are subject to disciplinary action.

### Assemblies

A program of school assemblies is provided with three basic objectives in mind:

1. To provide students with the opportunity to benefit educationally from programs which are informative or aesthetically worthwhile
2. To provide opportunity to recognize special contributions or accomplishments of members of our student body or staff
3. To develop school spirit and unity

### Assembly Behavior

Different types of assemblies require different behavior. Assemblies are optional, and alternative classrooms for quiet study are provided for students who choose not to attend. The closed campus policy is enforced during assemblies as is the electronics policy. Positive, courteous, and cooperative behavior during all assemblies and school programs is expected and has become a tradition at Glencoe.

1. Be seated promptly
2. Be courteous to fellow classmates, teachers, and guests at all times
3. Stop talking the moment someone appears at the microphone
4. Talking, whispering or disruption of any kind is out of place
5. Booing, whistling, and shouting is not appropriate.
6. Remain seated until dismissed
7. Show appropriate appreciation to the assembly presenters

### Emergency Contact Information

Our ability to contact parents in case of an emergency depends on the accuracy current information.

Notify the registrar immediately in the case of home and/or work telephone or address changes by calling the office at (503) 844-1907.

## Student Messages

If a parent/guardian needs to communicate with a student, he/she is to contact the Main Office or Attendance Office at (503) 844-1906 and a message will be sent to that student within the last 10 minutes of the current class period. If a student needs to make a phone call, he/she is to use either the telephone in the school's attendance office, main office, or the pay telephone in between the school's main gymnasium and athletic office.

Emergency telephone messages for students will be accepted from parents only. Students will be informed of emergency messages at the end of a class period and asked to return the call.

## Closed Circuit Cameras

Closed circuit cameras are placed throughout Glencoe High School to monitor safety and security at all times. Students should be aware that their actions may be monitored and recorded.

## Closed Campus

This policy is in effect from the moment the student arrives on campus, regardless of the time of day.

Glencoe High School is a closed campus. Once students arrive on campus, they may not leave the property without checking out through the attendance office. To obtain this authorization, a parent or guardian must notify the Attendance Office or Health Office prior to the student's release. Following parental notification, the student must check out through the Attendance Office or Health Office before leaving school property or they will be considered unexcused.

## Off Limits

The following areas are off limits to students during the school day:

- ◆ All parking lots (except with a pass from an administrator)
- ◆ All wooded areas east of the school
- ◆ The area directly behind the cafeteria
- ◆ The track and all P.E. fields west of the tennis courts (along Glencoe Road)
- ◆ The parking area between the shops and the greenhouse
- ◆ The exits west of the gym, auditorium and tennis courts
- ◆ Baseball and softball dugouts
- ◆ Seminary classroom except for seminary students

Students located in any of these areas will be assigned detention or suspended from school. Additionally, for safety reasons, students returning to campus or in an off-limits area may be searched.

## I.D. Cards

All students are required to carry a school I.D. card for identification purposes. Students must carry their I.D. cards with them at all times during the school day (including sporting and activity events) and always present them to staff members (any adult district employee) who is properly identified upon request. In addition to serving as an activity card, it is used for checking materials out of the library. I.D. pictures will be taken and cards issued during the registration process at no cost. Replacement cards will be available during the year at a cost of \$5.00.

## Lockers

The student to whom a locker is assigned is responsible for its condition and contents. It is the student's responsibility to notify the attendance office if a locker is defective or damaged. Students should be aware that lockers are the property of the school district and that school authorities have the right and the obligation to search lockers when it is suspected they may contain items which threaten student safety or welfare.

Students are solely responsible for all property in their assigned lockers. Students should not share lockers.

A one-time, non-refundable lock fee of \$5.00 is charged for all freshmen and new students.

Students may be charged for damage to locks or lockers. Locker combinations will be given only to the student assigned to that locker with proper identification. Only school-provided locks are to be used.

Because of the location of lockers throughout our school, students will be expected to limit the number of trips they make to their lockers during the day. Students need to be mindful of noise levels. Some lockers back onto classrooms. Slamming locker doors is not appropriate. Locks are not secured unless they are closed completely and the dial is turned. Failure to secure lockers may result in loss of locker privileges. Unauthorized entry or tampering with another student's locker will result in suspension from school.

## PDA (Public Displays of Affection)

School is **NOT** the place for long embraces or kisses. Respect each other and act appropriately.

## Daily Announcements

Announcements will be read daily (either via a classroom teacher or school wide announcement). The expectation is that students will listen respectfully to announcements. If you wish to have an announcement placed in the bulletin, obtain and complete the announcement form and return it to the secretary in the main office no later than 8:30 a.m. on the day the announcement is to be made.

## Food and Drinks

General guidelines relative to where food and drink are allowed on our campus are as follows:

1. Food will be allowed in the Commons area and in the Courtyard, as long as the general cleanliness of those areas does not become a problem.
2. No food or drink items of any kind are to be taken to Computer Labs, the library, gyms or Auditorium during school hours. Food may be allowed in classrooms, at the discretion of the staff.

## School Visitors

Parents are always welcome in the building. As a matter of building security, all visitors need administrative pre-approval before visiting campus. All visitors are required to sign in at the main office and wear a nametag.

## Valuable Personal Property

Unfortunately, thefts occur in every school. Please do not bring large sums of money or other valuable items (e.g. iPods) to school. If it is necessary, these items may be left in the main office to be secured in the safe. P.E. students should turn in money and other valuables to the

teacher during the class period. Don't share locker combinations! Report all thefts to the campus security immediately. The school is **NOT** responsible for loss of personal items, including shop projects, PE clothes, cell phones, or other personal items in the building and in the parking lot. Be sure to pull on the lock to secure your locker.

## Telephones

All cell phones **MUST** be turned off during classes. Failure to do so may result in the cell phone being taken away. Camera cell phones are not allowed in locker rooms or restrooms.

## Electronic Devices Policy

The administration and faculty members of Glencoe High School are united in their belief that in order for students to get the most out of the instruction at Glencoe, there needs to be as few distractions as possible in and outside of the classroom.

In recent years, teachers have seen a dramatic increase in the number of classroom disruptions as a result of the use of electronic devices, especially by musical devices and cell phones. Cell phones have not only been used by students to communicate with one another during class, but they have also been used to cheat on tests and distribute inappropriate pictures. Therefore, possession of cell phones and/or any other communication devices during class time will not be tolerated. This rule also applies to students using these items during a water or restroom break. Students may use personal electronic devices only during their lunch time and passing periods. Electronic devices may **NOT** be used at any other time between 8:30 a.m. and 3:30 p.m.

If a parent/guardian needs to communicate with a student, he/she is to contact the Main Office and a message will be sent to that student. If a student needs to make a telephone call, he/she is to use either the telephone in the school's Attendance Office or the pay telephone in between the school's gymnasium and Athletic Office.

All other electronic devices are prohibited during class. These include, but are not limited to: radios, CD/tape players, MP3 Players, I Pods, IPOD Videos, headphones, Gameboys, and other video games. Students are allowed to have calculators only in classes, such as mathematics and science, which may require their use. However, students are not allowed to play games on the calculators during instructional time.

Any student who violates this policy will receive the following consequences:

### **First Offense**

The student will relinquish the device to a staff member and may retrieve it at the end of the class period.

### **Second Offense**

The student will relinquish the device to a staff member and may retrieve it at the end of the day from an administrator. The student will also be assigned a Saturday School detention.

### **Third Offense**

The student will relinquish the device to a staff member and a parent/guardian may retrieve it from an administrator. The student will also be assigned a Saturday School detention.

Continuing offenses may result in further disciplinary action and/or the loss of the privilege to possess an electronic device on school property.

## Parking/Student Traffic

District bus transportation is available to all students who do not live within walking distance. Student vehicles should be considered a privilege which imposes a high degree of responsibility on student drivers and their parents. We insist upon safe vehicle operation at all times and the authority of the school to withdraw a student's parking privilege at any time is absolute. Please extend total cooperation to the parking lot supervisors. These regulations are designed to ensure the safety and security of students and student vehicles on the Glencoe campus.

### STUDENT PARKING

1. No student who has textbooks which are not returned or owes fees will be granted a parking pass until the book(s) are returned and/or the fees are paid.
  2. Seniors who are in good academic and behavioral standing and students with a zero-period class will be given priority when parking passes are issued.
  3. Students are required to show a valid driver's license, Glencoe student ID, parent signature, and proof of insurance and payment prior to obtaining a parking pass. A parking form must be filled out and a new parking pass procured every school year.
  4. Students are expected to be familiar with and obey the driving laws as they relate to teenage drivers.
  5. Parking passes may be revoked if a student has more than 3 tardies to any class or has any disciplinary referrals or has lost or non-returned textbooks. This will be at the discretion of the administration.
  6. Students will be required to have parent approval prior to receiving a parking sticker. A \$30 fee will be assessed for each parking sticker issued. Vehicles not properly registered or displaying an inappropriate parking sticker will be towed. Replacement stickers may be obtained in the campus security office for a \$10 fee.
  7. Student parking is designated only in the parking lot located on the north end of the campus. Students are not to park in either the staff or visitor parking lots, driveway, or along curbs or in fire lanes. Cars parked in a fire lane will be towed.
  8. Students who loan or sell their parking passes to other students will lose their parking privileges indefinitely.
  9. Students who speed or drive recklessly on the school grounds are subject to disciplinary action and loss of driving privileges. The speed limit in the lot is 10 mph.
  10. The parking lot is off-limits during the school day. Students leaving the lot prior to the end of the school day need written authorization from an administrator. This rule is in the interests of the security of all student automobiles. Any student in the parking lot without written authorization from an administrator will receive a discipline referral.
  11. The school is not responsible for property damage or theft in the parking lot. Cars should be locked; leaving items of personal property in view within the car should be avoided. Cars with expensive accessories and paint should be left at home.
- Students should be aware that the administration has the right and the obligation to search any vehicle on school grounds when there is reason to suspect it may contain items which threaten student safety and welfare.
- Failure to comply with campus regulations for student drivers may result in the following minimum consequences for violation(s):
- First Offense**  
2 weeks suspended parking
  - Second Offense**  
1 month suspended parking
  - Third Offense**  
Parking Privilege Revoked

## Free Time Activities

Hackey sack is allowed only in designated outside areas. For safety reasons, skateboards, scooters, bicycles and rollerblades **are not to be used on campus!**

## **INSTRUCTION, CREDITS and GRADE REQUIREMENTS**

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### **Graduation Requirements**

To earn a diploma, students need to successfully complete the credit requirements (24 credits), demonstrate proficiency in the Essential Skills, and meet the personalized learning requirements. Students will also have the option to earn credit for proficiency. Students will need to work closely with their assigned counselor in order to make sure they are on track to graduate. Refer to Diploma Requirements in the District section of this handbook for additional information.

### **Early Graduation**

The Hillsboro School District requires that students be in attendance for four full years (Grades 9 through 12) under normal circumstances. In some cases, it may be educationally advisable for a given student to meet graduation requirements with less than four full years' attendance. This decision should come about only as the result of a planned program. Parents who are interested in discussing such a program must contact their student's counselor prior to the end of the junior year. Early graduation proposals must be approved in advance of the senior year by the building principal.

### **Honors Program / Valedictorian**

The Glencoe Honors Program is designed to honor academically well-rounded students who have pushed themselves to excel in the most challenging of four-year educational programs. Students must apply for this distinction and provide confirmation they have accomplished each of the requirements. Applications will be available during the sophomore year.

To be an Honors graduate, a senior must have:

- ◆ An accumulated GPA of 3.5
- ◆ Earned a minimum of 26 credits
- ◆ Completed at least 8 of the following courses by the end of Grade 12:
  - Accelerated or Advanced Placement courses
  - Honors designated courses
  - Senior level Focused Program of Study requirements
- ◆ Successfully completed 3 years of math, science, and a second language.
- ◆ Been an active participant in at least one co-curricular activity (e.g., sports, clubs, theater, music)
- ◆ All courses listed on the transcript must be taken for a grade

The valedictorian and salutatorian will be chosen from students completing the Honors Program.

### **Senior Status and Graduation**

Glencoe High School students must earn 17 credits by the end of their junior year to obtain senior status and 19 credits by the end of the first semester of their senior year to continue senior status.

Hillsboro School District policy states that to be on schedule for graduation, seniors must have completed 19 credits by the end of the first semester. If students do not have the required 24 credits at the end of second semester, they will not participate in the graduation ceremony.

## Transcripts

Transcripts will be provided free of charge only:

1. To students who withdraw, or,
2. For scholarship applications.

Students will also be entitled to three additional transcripts, without cost, for college, military, employment or other purposes. Three transcripts will be provided and any additional ones will cost one dollar.

## Adding and Dropping a Course

Due to staff reductions and increases in class sizes, class changes *WILL NOT BE APPROVED* except for course-level changes. Such requests must be approved by both of the teachers involved as well as the student's parents, assistant principal, and counselor.

## Student Recognition

Students who achieve a GPA of 3.5 or higher in a minimum of four graded classes during any semester will have their names placed on the honor roll.

An Honors Pass will be issued to juniors and seniors who have earned a 3.5 GPA.

## Grading

Please refer to Grading in the District section of this handbook for additional information.

### **Semesters**

Glencoe's academic year is divided into 2 semesters. At the conclusion of each semester students will receive their final grades. The final grades represent their achievement for the semester and are recorded permanently on the student's transcript.

### **Quarters**

Each semester is partitioned by two quarters. First semester consists of quarters 1 & 2 while second semester contains quarters 3 & 4. At the end of each quarter students receive a grade that represents their academic progress. Quarter grades are combined during each semester to determine a student's final semester grade.

### **Grade Warnings**

In addition to quarter and semester grade reports, parents of students who are achieving below a C grade in any class will receive notification through a Grade Warning mailing. The Grade Warnings are done approximately five weeks AFTER the beginning of each quarter.

### **End of Grading Periods**

Typically parents will receive their student's grade report by mail the week following the end of the grading period.

1st Semester	2nd Semester
Grade Warning #1 October 11 <sup>th</sup>	Grade Warning #3 March 3 <sup>rd</sup>
<b>Quarter #1</b> <b>November 9<sup>th</sup></b>	<b>Quarter #3</b> <b>April 12<sup>th</sup></b>
Grade Warning #2 December 13 <sup>th</sup>	Grade Warning #4 May 5 <sup>th</sup>
<b>Quarter #2/Semester #1</b> <b>February 1<sup>st</sup></b>	<b>Quarter #4/Semester #2</b> <b>June 13<sup>th</sup></b>

Only parents who have a student who is receiving a D or F grade at the time of the Grade Warning dates will receive notification.

### **Grade Check**

A “grade check” with a student’s teachers may be made at any time during the school year if a parent requests it through the student’s counselor. This usually takes two days and can be summarized over the telephone by the counselor if parents find difficulty in coming to campus. Students may pick up a Grade Check Form in the counseling center and hand carry it to all classes, as well.

### **Non-Achieving Students**

Students are expected to demonstrate continuous effort to accomplish class objectives. Teachers are encouraged to call the parents if a student consistently demonstrates lack of interest and effort. Teachers are also encouraged to refer the student to his/her counselor. Every effort will be made to assist the student in correcting the problem.

Parents who have concerns about their child’s achievement are encouraged to contact the teacher directly. Voice mail and email are available. Email addresses for teachers are listed on the school’s website at <http://www.hsd.k12.or.us/schools/ghs>. Please refer to Grading in the District section of this handbook for additional information.

### **Homework Policy**

Experience has shown that, where student effort is limited to only those periods of time when classes are in session, learning will be minimized. Consequently, all courses will involve homework in the sense that study outside of class will increase learning and improve student performance. Other significant points in connection with homework are:

1. Students who expect to benefit from their courses must do something more than simply participate in class. Assignments and other activities undertaken on a student’s own time complement class activities.
2. All teachers are authorized and encouraged to assign activities to be completed outside of class. These activities and their importance will naturally vary from course to course and from teacher to teacher.
3. Jobs and other student involvements will not be acceptable excuses for non-completion of assignments.
4. College-bound students are reminded that success in college will require 2-3 hours of work outside of class for every hour of actual class time. They should begin now to learn

to organize time and exercise self-discipline. Experience has shown that a specified amount of time set aside at the same time every day will soon become an accepted part of a student's daily routine.

## Cheating

Glencoe High School strongly promotes academic honesty and integrity on the part of students. Cheating will not be tolerated.

Cheating includes all acts of academic dishonesty, such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials during a test, using a project or paper in a second class without teacher permission, or using the ideas or writing of another as your own (plagiarism). Students need to be aware that this policy includes Internet plagiarism. See Academic Dishonesty in the District Standards of Student Conduct handbook.

## Computer Network Guidelines

Glencoe has vast technological resources, and it is our mission to educate all students to be technologically literate. Students will have access to computers where they can create both paper and digital projects and assignments. There are scanners in every computer lab and a large spectrum of software for students to enhance their work.

The school has networked its computers, and this allows every student to have access to electronic mail and the World Wide Web. Access to email and the Internet will require parent permission and a student contract.

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 any time by notifying the school.

Students must show student identification to use computers and are subject to strict laws and school regulations when using them. Students risk losing full computer or Internet access if these regulations are violated. These will be reviewed with students at the beginning of the school year.

## Student Publications

High Tides, the Glencoe High School yearbook will be available. Prices will change during the year due to deadlines from the company that prints the yearbook. Cost will be \$50 until October 31, 2011; \$60 from November 1, 2011 through March 31, 2012 and then \$65 from April 1, 2012 through the end of the school year. Yearbooks can be purchased online with a credit card at: [yearbookforever.com](http://yearbookforever.com).

The school newspaper, *The Crimson Times*, a free publication to students, will be distributed several times throughout the school year.

## Services for Students

### Counselors Assignments

A-Dr.....Michelle Buyas

Du-La.....Jacy Jukkala

Le-Re.....Matt Steele

Rh-Z.....Tanya Stremme

The Counseling Center provides assistance to students in a variety of ways. Students may seek help from a counselor for personal issues and for assistance in college and career planning. Group and individual counseling is available upon request to deal with these issues. Appointments can be made in the counseling center.

For more information, call the Counseling Center (503-844-1900, Ext. 3504).

**A Freshman Can Expect:**

1. To be assigned a high school counselor and to meet with that counselor, either individually or as part of a class of students, to discuss counseling services available and become familiar with resources available in the counseling center.
2. To participate in an orientation to high school programs, requirements and expectations, organized as a group guidance activity.
3. To receive assistance in implementing a four-year educational plan.
4. To receive counseling for a school or personal problem. Students can normally arrange to see a counselor within a 24-hour period.

**A Sophomore Can Expect:**

1. To be assigned a high school counselor and to meet with that counselor, either individually or as part of a class of students, to discuss counseling services available and become familiar with resources available in the counseling center.
2. To participate in an orientation to high school programs, requirements and expectations, organized as a group guidance activity.
3. To receive counseling for a school or personal problem. Students can normally arrange to see a counselor within a 24-hour period.

**A Junior Can Expect:**

1. An individual or group counseling session focusing on meeting credit and competency requirements for graduation and educational planning for the 12th grade year.
2. To take career-related assessments and receive counselor assistance in interpreting the results.
3. To be notified by mail at the end of the school year regarding the status of credits required for graduation.
4. To receive counseling for a school or personal problem. Students can normally arrange to see a counselor within a 24-hour period.

**A Senior Can Expect:**

1. A small group counseling session focusing on graduation requirements and information, and resources available to assist with post-high school planning, including:
  - a. College application process
  - b. Financial aid information
  - c. Scholarship information
  - d. Career planning
  - e. Military opportunities

2. To receive college admission testing information (SAT or ACT) and college placement testing information (Advanced Placement and as part of a planned classroom guidance activity).
3. To receive special counseling assistance, by request, in applying for a wide variety of local, state and national scholarships.
4. To receive special counseling assistance, by request, with college applications and recommendations, SATs and financial planning.
5. To receive counseling for a school or personal problem. Students can normally arrange to see a counselor within a 24-hour period.
6. ALL SCHOOL FEES MUST BE PAID BEFORE A SENIOR CAN PARTICIPATE IN THE GRADUATION CEREMONY.

### Student Services Center

This center provides a wide range of instructional services and support. Parents, teachers and counselors may initiate referrals through the Student Study Team.

### Career Center

The goal of the career and counseling staff is to provide all students with the necessary information and resources to assist them in making excellent decisions about their future. In addition, with the help of our strong *ASPIRE* Parent Volunteer Program, (see page 10), we provide our students with the guidance and tools to research college, career, military and job training options. Our volunteers work with student's independently as they prepare their post-high school plans. In addition, student career portfolios are housed in the Career Center, and students are continuously counseled on progress toward their .5 Career Development Credit.

Career Center resources and materials are available for all Glencoe students and can be accessed anytime in the Career Center. Materials include: Career Cruising, (a web-based research tool for planning beyond high school; placement in job shadows or informational interviews (for Career Development Credit and CAM requirements); placement in internships (for fulfillment of CAM requirements); college, vocational and career catalogs and materials; college applications and view books; college visitation sessions; financial aid forms and information; SAT and ACT registration materials; scholarship information; job postings and much more. Do not hesitate to send your student to the Career Center to pick up any of the above information and you may contact the College/Career counselor at *anytime!*

### Media Center

The Media Center is a resource for all students. Students may use the library for study and research purposes. The following rules pertain to expected behavior by students:

1. Quiet, individual study.
2. Prompt return of materials when due.
3. Courteous behavior at all times.
4. No food or drink in the library.

In order to check out any materials, students must present their current student body card. Materials not returned on the date due are subject to fines ranging from 15 cents per item per day to 75 cents per item per day. The fine is determined by the length of time material

circulates. All fines must be paid promptly or library privileges may be suspended. All fines must be paid or clear before a senior can participate in graduation.

### Textbook Center

The Textbook Center is located in room 218, behind the Media Center. If the Center is closed, a student may go to the Media Center to check out a textbook. Students need their ID cards to check out all books. In order to keep our books in good condition, it is recommended for students to cover them. All text (and library) books must be turned in or paid for before a senior can participate in graduation.

### Health Services

The services of a health assistant for emergency care will be available to students in the health office. Students should observe the following guidelines regarding health care:

1. Care of emergency illnesses and accidents occurring at school will be handled by the health assistant. The office is not a hospital or doctor's office and must only be used for first aid, referral for care, or to arrange to go home when ill or injured. Re-bandaging or simple procedures requested by a doctor or parents may be done, if necessary, to enable the student to remain in school. Ill and injured students unable to attend class will be sent home with parental consent.
2. Parents or guardians are responsible for student transportation home in case of illness and will be notified by the health assistant. No ill students will be permitted to go home without parental consent.
3. STUDENTS SHOULD REPORT TO CLASS and obtain a pass before reporting to the health office except in cases of extreme emergency.
4. Staff members will not dispense over-the-counter medication to students.

### Student Store & Coffee Cart

Basic school supplies, snacks, and beverages are available in the Student Store, which is located near the Commons. The Store will be open before school and at other times to be determined after school begins.

The Coffee/Espresso Cart is available before school, during lunches, and at selected evening activities.

## ATTENDANCE REGULATIONS

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Please review attendance guidelines and policies in the Hillsboro School District Standards of Student Conduct (JF/JFA-AR) handbook.

### Absences

When your child is absent, parents are expected to make a telephone contact within 48 hours (503) 844-1906. After school hours leave a message. If a phone call is not possible, a note from a parent or guardian upon the student's return to school will suffice.

It is important to understand that Oregon Law charges the school, not the parent with determining what kinds of absences, other than illness or family emergency, should be excused. The loss of school time will have a negative impact on the student's grades and overall progress

in school.

<b>EXCUSED ABSENCES</b>	<b>UNEXCUSED ABSENCES</b>
In order for an absence to be considered justifiable, it must meet one of the following criteria:	Are absences that are given for any absence other than those listed at left, including:
Student illness, quarantine Illness of immediate family member Emergencies such as bereavement, accident, medical Religious observances Legal or court appointment	Absences not verified by parents within 48 hours Car problems Oversleeping Hunting trips or family vacations

- Please make every effort to schedule appointments around regularly scheduled classes. When appointments must be scheduled during school time, the student should bring evidence of the appointment to the attendance office before school on the day of the appointment.
- Glencoe is a CLOSED CAMPUS: Students are NOT allowed to leave campus for lunch *or at any other time of the school day*.
  - ❖ Any student leaving campus during the school day MUST check out in the attendance office before leaving campus or they will be considered unexcused.
  - ❖ Any student arriving to campus while the school day is in progress, even if returning from a scheduled appointment, must report to the attendance office to be given an admit pass to class.
  - ❖ For security purposes, the student and his/her belongings may be searched by an administrator when a student has left campus without parent approval or without checking in and out of the attendance office at any time during the school day.
- A student may only have 5 days of pre-arranged absences per semester and may be issued only to students with seven or fewer absences per semester who are passing all classes. Pre-arranged absences of more than 3 consecutive school days are strongly discouraged as they will negatively impact a student’s academic progress.
  - ❖ If a student absolutely must be absent from school, the student involved will be expected to circulate a Prearranged Absence Form (available in the attendance office) for teachers’ signatures and/or comments.
- Oregon State Law requires that a student who has been absent 10 consecutive days, regardless of the reason, will be automatically withdrawn from school.
- Absences from class for school related activities are a privilege, not a right. Students who have accumulated excessive number of absences during the semester will not be allowed to participate in any non-required activities which will necessitate additional loss of class time during the semester, including field trips, outdoor school, etc.
- Students who are absent from school for more than half their regular academic school day, regardless of whether or not it is excused, OR who receive any unexcused absence during a school day will be excluded from any school-sponsored activity on the day of the absence, including athletic practice.

- Teachers are not required to accept make-up work from students whose absences were not excused.
- Arranging for make-up work is always the responsibility of the student who has been absent.
- Students with excused absences are allowed one more day than the number of days absent to complete and submit any assigned make-up work.
- Semester exams will not be given prior to the designated exam date without one-week prior approval of the student's assistant principal.

## Tardies

Being on time means students are in their classroom, ready for class when the bell rings. If a student is late their class for any reason, they must report to the Attendance Office to receive an admit slip before returning to class. Excused and unexcused tardies are determined by school personnel depending on the circumstances of the tardiness.

Continuing offenses and/or failure to serve consequences will result in further disciplinary action up to and including suspension.

3rd Tardy per 9 Week Grading Period	1 lunch detention
	1 lunch detention for each thereafter
5th Tardy per 9 Week Grading period	1 after school detention
	1 after school detention thereafter
10th Tardy per 9 Week Grading period	1 Saturday school detention
	1 Saturday school detention thereafter

## ACTIVITIES PROGRAM

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The administration and staff of Glencoe High School are committed to the value of student participation in school activities. Experience has shown that students who have some involvement in activities make more satisfactory adjustments to school overall. Thus, the instructional and activity programs complement one another.

The ideal activity program would be one in which each member of the student body becomes involved, and through that involvement, develops a greater sense of being part of the school.

### Clubs and Organizations

A strong and varied program of clubs and other school-related organizations is one that represents the common interests of a group of students and a staff member willing to serve as an advisor. There will be an opportunity for interested students to sign up for club participation during the first month of school. In order to develop a well-organized club program that will benefit students, the following procedure will be used in chartering:

1. At least 10 students and an advisor must indicate their willingness to participate.
2. A constitution must be written following a prescribed outline available in the office. The constitution will speak to the club's purpose, indicate what kinds of activities it will provide, identify membership requirements and how new members will be acquired, and establish responsibilities of club officers.
3. A proposed budget showing anticipated revenues and expenditures must be submitted,

along with an indication as to how the necessary funds will be raised. Funds may be raised by charging dues, by operating concessions, or through other fund-raising projects, all of which require the approval of the Student Executive Committee and Activities Director.

4. Clubs will be chartered by the Student Executive Committee, with the final approval of the administration. Once chartered, it is the responsibility of the club's officers to see that the constitution is adhered to, that meetings are scheduled through the Activities Director, and that club records and minutes of meetings are carefully kept and submitted to the Activities Director.

## School Dances

School dances are an integral part of the extra-curricular activity program at Glencoe High School. The following rules apply to all dances:

1. A valid Glencoe Student Body Card must be shown to gain admittance to all dances.
2. Students may bring one guest to some school dances if a guest pass has been approved, however, middle school students are not allowed to attend GHS dances.
3. Students who leave the dance will not be re-admitted.
4. All school rules are enforced at dances and other after-school activities.
5. No food or beverages are allowed.
6. Students suspended at the time of the dance may not attend the dance or any other school event.
7. Students should be aware that administrators may use alcohol detection devices (Breathalyzer) at all school events.

## **ATHLETIC and PERFORMANCE ACTIVITIES**

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### **Attendance**

Students must be in attendance at school for at least one-half of the regular academic school day before they are allowed to practice or compete on that day. Truancy automatically excludes a student from athletic participation.

### **Class Requirements**

Students must be on track to graduate. Students must pass 5 classes each semester. Students need to average 6 credits per year for a total of 24 credits to graduate from Glencoe. If a student is not on track, then they are ineligible to participate in OSAA athletics and activities.

### **Conduct**

All students must:

1. Dress and appear as stipulated by the coach of each sport, and
2. Abide by published expectations distributed by each coach.

### **Insurance**

Student athletes must show proof of medical insurance prior to athletic participation.

### **Medical**

Physical exams are required for all first-time participants, students entering ninth grade, and students entering the 11th grade.

These physicals are the responsibility of the family and the family physician. On years when physicals are not required, an athlete may continue participation on the appropriate form with a parent signature.

### **Travel**

All students are required to travel to and from all contests in school-sanctioned vehicles. Deviations from the above require prior approval of the coach.

### **User Fees and Method of Payment**

Students who participate in the interscholastic athletic program shall pay a participation fee to partially defray expenses of the athletic programs.

Maximum participation fees shall be \$300 per student or \$600 per family for the current school year. Students who qualify for the free or reduced-price lunch program may be granted a fee waiver/reduction.

All fees must be paid in full by the last day of the season for each sport. Your student will not be permitted to participate in any additional sport with an outstanding balance. If you are unable to meet the final payment date, you must call the school to make payment arrangements.

### **Waivers and Refunds**

Waivers will be handled by building athletic coordinators under the direction of the building principal. The Waiver Request Form, signed by the parents, will simply indicate the family is unable to pay. Each request will be reviewed and acted upon by the building principal.

Prorated refunds will be available only when participation is ended due to no fault of the student. The district athletic director will establish refund schedules for each sport.

### **Sportsmanship**

Glencoe High students and faculty are proud of the spirit and sportsmanship which have become part of the Crimson Tide "tradition." The high standard of conduct which Glencoe students maintain at sporting events has been recognized several times at the state level. As a member of the Glencoe student body, you will be expected to abide by the standards of spirit and sportsmanship which earned Glencoe students these prestigious awards.

1. Fans participate only in positive cheers which support the Crimson Tide. Cheers which demean members of the opposing teams, schools, or the officials are not tolerated.
2. Students cooperate with the elected cheerleaders to demonstrate as much spirit as possible. Spontaneous chants and spell-outs which have little to do with team support are prohibited.
3. Standards of student conduct outlined in this handbook apply at all school activities, including sporting events. Particularly note that vulgarity and/or suggestive language or gestures are prohibited.
4. Glencoe is a member of the Pacific League Conference and the regulations of that governing body are enforced. These regulations include all of the above and also prohibit the use of noisemakers, the throwing of any object, and the posting of signs in the gymnasium.
5. Students who leave the building during a contest will not be allowed to return.

## Clubs\*

The following clubs have been active at Glencoe High School in recent years:

Break-Dancing Club	Green Club	Philosophy Club
Bowling Club	Hockey Club	Rugby Club
Chamber Music Club	Japanese Club	Science Bowl
Christian Club	Key Club	Ski Club
DECA	Lacrosse--Boys	Speech and Forensics
Diversity Club	Lacrosse--Girls	Club
Drama Club	Literature Club	TAG Club
Equestrian Team	MEChA	Theatre Club
German Club	National Honor Society	

See the Activities Director if you are interested in starting a new club.





## DISTRICT INFORMATION/POLICIES

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## Hillsboro Schools Directory

Over 20,000 students are enrolled in 34 Hillsboro schools. Twenty-five elementary schools, four middle schools, and four high schools are organized in four feeder systems. Miller Education Center offers alternative programs for middle and high school students. The following feeder systems include:

### Office for School Performance

503-844-1500

Steve Larson, Assistant Superintendent

*Office for School Performance*

Kathi Robinson, Executive Director

*Curriculum/Instruction/Assessment*

Dave Parker, Executive Director

*Secondary Education*

Dayle Eder-Spitzer, Executive Director

*Elementary Education*

<u>Brown / Century</u>	<u>South Meadows / Hilhi</u>
R. A. Brown Middle School <i>Don Brown, Principal 503-844-1070</i>	South Meadows Middle School <i>Arturo Lomeli, Principal 503-844-1980</i>
Century High School <i>Ted Zehr, Principal 503-844-1800</i>	Hillsboro High School <i>Matthew Smith, Principal 503-844-1980</i>
Butternut Creek Elementary <i>Enedelia Schofield 503-844-1390</i>	Miller Education High School <i>Stan Esselstrom, Principal 503-844-1240</i>
Imlay Elementary <i>Kona Williams, Principal 503-844-1090</i>	Brookwood Elementary <i>Molly Siebert, Principal 503-844-1715</i>
Indian Hills Elementary <i>Bruce Bourget, Principal 503-844-1350</i>	Farmington View Elementary <i>Roger Will, Principal 503-844-1735</i>
Ladd Acres Elementary <i>David Cox, Principal 503-844-1300</i>	Groner Elementary <i>Christie Petersen, Principal 503-844-1600</i>
Reedville Elementary <i>Virginia Baez, Principal 503-844-1570</i>	Minter Bridge Elementary <i>Mary Mendez, Principal 503-844-1650</i>
Tobias Elementary <i>Steve Callaway, Principal 503-844-1310</i>	Rosedale Elementary <i>Greg Zinn, Principal 503-844-1200</i>
	W. L. Henry Elementary <i>Alison Pierce, Principal 503-844-1690</i>
	Witch Hazel Elementary <i>Grant Corliss, Principal 503-844-1610</i>
<u>Evergreen / Glencoe</u>	<u>Poynter / Liberty</u>
Evergreen Middle School <i>Rian Petrick, Principal 503-844-1400</i>	Poynter Middle School <i>Greg Timmons, Principal 503-844-1580</i>
Glencoe High School <i>Bob Macauley, Principal 503-844-1900</i>	Liberty High School <i>Gregg O'Mara, Principal 503-844-1250</i>
Free Orchards Elementary <i>Becky Brauer, Principal 503-844-1140</i>	Eastwood Elementary <i>Monique Monahan, Principal 503-844-1725</i>
Jackson Elementary <i>Jon Pede, Principal 503-844-1670</i>	Lenox Elementary <i>John Matsuo, Principal 503-844-1360</i>
Lincoln Street Elementary <i>Jason Olson, Principal 503-844-1160</i>	Mooberry Elementary <i>Brian Haats, Principal 503-844-1640</i>
North Plains Elementary <i>Craig Harlow, Principal 503-844-1630</i>	Orenco Elementary <i>Tim Bishop, Principal 503-844-1370</i>
Paul L. Patterson Elementary <i>Jonathan Pahukula, Principal 503-844-1380</i>	Quatama Elementary <i>Janis Hill, Principal 503-844-1180</i>
W. V. McKinney Elementary <i>Celia Murray, Principal 503-844-1660</i>	West Union Elementary <i>Ken McCoy, Principal 503-844-1620</i>

## **Additional Education Opportunities**

In order to provide innovative and flexible ways of educating children, Hillsboro School District offers alternative education options within the public school system, including the Expanded Options and Tuition Reimbursement Programs. These options provide opportunities for students to take classes from PCC and other state colleges and universities. Placement of a student in an alternative education program will be made only if the program has been determined by the District, according to District policy, to best serve the student's educational needs and interests, within District and state academic standards. (ORS 336-615-336.675, ORS 339.250, and OAR 581-022-1350). For additional information about placement in alternative education programs, contact your school counselor or principal.

The Miller Education Center (MEC) offers a variety of educational opportunities for students in Grades 6–12. Staff is trained to prepare students for high school, college, or the workplace, as well as to assist students in developing appropriate behavior and social skills. Parents can call 503-844-1000 for more information.

### **Financial Assistance for Alternative Education**

As provided for in ORS 336.635, parents or legal guardians of students may request district financial assistance for enrollment in an approved alternate program of instruction. Such financial assistance requires advance approval, apply only to tuition costs, and be limited to an amount equivalent to the District's receipts from the Basic School Support Fund for the pupil. Parent requests for advance approval should be submitted on the designated District form to school counselors.

## **Athletics and Activities – Behavior and Academic Standards**

Athletic and activity participants must meet Oregon School Activities Association (OSAA) and District behavioral and academic standards. Refer to the Standards of Student Conduct for current standards.

### ***Athletics and Activities Eligibility Requirements***

#### **Academic Standards**

In order to meet academic standards, a student must:

1. Meet the OSAA requirements of (1) having passed five subjects the previous semester or four subjects the previous trimester, and (2) be enrolled and doing passing work in at least five subjects the current semester or at least four subjects in the current trimester, meet OSAA minimum satisfactory progress towards degree requirements; and
2. Meet the District requirement of passing all subjects or receive a 2.0 GPA on the previous grading period (quarter, semester, trimester).

Participants in athletic/activity programs not meeting the OSAA standard are, by OSAA regulation, ineligible for the term. They may not participate or represent the school until semester/trimester grades are posted to determine eligibility. Students may not practice if they do not meet the OSAA standard unless they apply for an exception and it is approved by the OSAA. The OSAA's approval will be contingent, in part, on the student submitting a plan for how he/she will fulfill academic requirements given the time demands of athletic/activity participation. Students granted an exception and allowed to practice must meet the OSAA academic standard at the nine-week grading period.

Participants in athletic/activity programs not satisfying District standards shall be allowed to practice but lose the privilege of representing their school until they demonstrate a positive report at 4½ weeks.

Incoming ninth-grade students must also meet District academic standards for eligibility for OSAA sponsored programs. Final grades posted from the student's eighth grade spring semester/trimester will be used to determine eligibility for the fall season. Summer school grades may be added for eligibility.

Process for getting cleared to participate:

1. Parent participation form
2. Physical exam form
3. Check grades for previous semester/trimester
4. Participation fees must be paid from previous support/activity

### **Eligibility Requirements**

Participation in athletics/activities is available to any student. The following regulations govern athletic/activity eligibility, \*including incoming freshmen (8<sup>th</sup> grade transcripts):

1. The participant must meet OSAA and District eligibility requirements.
2. The participant must adhere to the training and citizenship rules established by the coach, athletic department, and school administration.
3. The participant must meet physical requirements and possess some type of insurance which covers him/her for athletic injuries.
4. A participant who is dropped from a squad for disciplinary reasons will not be allowed to become a member of any other sport during that season.
5. A participant may not drop from one sport squad and transfer to another without agreement of both coaches concerned.
6. A participant must possess a student body card with an ASB sticker.

The Hillsboro School District recognizes athletic/activity participation as an integral part of the educational process. Experience has shown that such participation promotes and supports the academic mission of schools, as well as contributing to students' social and personal development. Students who represent their schools should set high expectations for themselves in all areas of school life, but particularly in the classroom.

If you have any questions, please do not hesitate to contact the high school athletic directors:

<b>District Office</b>	Casey Waletich	503-844-1800	<b>Hilhi</b>	Steve Drake	503-844-1980
<b>Century</b>	Kris Welch	503-844-6500	<b>Liberty</b>	Dave Erickson	503-844-1250
<b>Glencoe</b>	Scott Ellis	503-844-1900			

### **Closed Campus**

School board policy requires that students remain on campus from the time they arrive until the end of their school day. Leaving campus during the day *for any reason* without first checking out through the attendance office will result in unexcused absences for any class periods missed.

Students are expected to leave their cars immediately upon arriving at school and are not allowed in the parking lot during the school day without written permission. Disciplinary action will result for failure to comply with this policy.

### **Diploma Requirements**

#### ***Hillsboro School District High School Diploma Options***

As Hillsboro students work to be successful in their next steps (e.g. postsecondary education and training, workforce entry, career school, apprenticeship, military) the Hillsboro School District is committed to ensuring a variety of options are available to meet all students' needs.

Students receiving a diploma from the Hillsboro School District must meet State and District requirements. The following charts illustrate the diploma options and phase-in schedule.

### **Chancellor’s Diploma**

The Hillsboro Chancellor’s Diploma is based on the Oregon University System requirements and is recommended to adequately prepare students for college admissions. The Chancellor’s Diploma is based on the highest level of admissions requirements including the following:

<b>HSD Chancellor’s Diploma Requirements</b>	
4.0	Language Arts*
3.0	Math (Including Algebra 2)*
3.0	Science
1.0	PE
1.0	Health
3.0	The Arts/Career Technical Education (CTE) and at least 2 Second Language*
3.0	Social Sciences*
7.0	Electives
.5	Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
<b>26</b>	<b>Total Credits</b> <b>“C” or better in every academic credit requirement*</b> <b>Cumulative GPA of 3.4</b> <b>*16 academic credit requirements plus 2 additional academic credits</b> <b>Add proficiency in Essential Skills starting with the Class of 2012</b>

### **Standard Diploma**

In January of 2007, the Oregon State Board of Education voted to adopt new high school graduation requirements. These new requirements are designed to better prepare each student for success in college, work, and citizenship. To earn a standard diploma, students will need to successfully complete the credit requirements, demonstrate proficiency in essential skills, and meet the personalized learning requirements. A phase-in schedule has been created to allow students, families, school and teachers to prepare to meet these new requirements.

<b>Class of 2012, 2013</b> <b>HSD Standard Diploma Requirements</b>	
4.0	Language Arts
3.0	Math
3.0	Science – scientific inquiry (2 with lab experiences)
1.0	PE
1.0	Health
3.0	Social Sciences
3.0	The Arts, Second Language, Career and/or Technical Education
5.0	Electives
.5	Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
	Demonstrate proficiency in Essential Skills: <ul style="list-style-type: none"> <li>• Read and comprehend a variety of text at different levels of difficulty</li> <li>• Write clearly and accurately (2013)</li> </ul>
<b>24.0</b>	<b>Total Credits</b>

<b>Class of 2014 HSD Standard Diploma Requirements</b>	
4.0	Language Arts
3.0	Math – all at Algebra I level and above
3.0	Science
1.0	PE
1.0	Health
3.0	Social Sciences
3.0	The Arts, Second Language, Career and/or Technical Education
5.0	Electives
.5	Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
	Demonstrate proficiency in five essential skills: <ul style="list-style-type: none"> <li>• Read and comprehend a variety of text at different levels of difficulty</li> <li>• Write clearly and accurately</li> <li>• Apply mathematics in a variety of settings</li> </ul>
<b>24.0</b>	<b>Total Credits</b>

### **Modified Diploma**

A modified diploma is a high school completion document that may be earned by students who have demonstrated an inability to meet the full set of academic content standard required for a standard high school diploma, even with reasonable accommodations. In addition to the credit requirements, a student must demonstrate proficiency in the essential skills with reasonable modifications and accommodations.

<b>HSD Modified Diploma Requirements</b>	
4.0	Language Arts
2.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts, Second Language, Career and/or Technical Education
2.0	Social Sciences
8.0	Electives
.5	Senior Seminar with modifications (required for students not enrolled in a senior level Focused Program of Study)
2.5	Career Development
	Demonstrate proficiency in essential skills: <ul style="list-style-type: none"> <li>• Read and comprehend a variety of text at different levels of difficulty</li> <li>• Write clearly and accurately (2013)</li> <li>• Apply mathematics in a variety of settings (2014)</li> </ul>
<b>24.0</b>	<b>Total Credits</b>

### **Extended Diploma**

An extended diploma is a high school completion document that may be earned by students who have demonstrated an inability to meet the full set of academic content standard required for a standard high school diploma, even with reasonable modifications and accommodations. In addition to the credit requirements, students must have participated in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles. Students are exempt from personalized learning requirements and from demonstrating proficiency in essential skills.

<b>Extended Diploma</b>	
2.0	Language Arts
2.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts or a Second Language
3.0	Social Sciences
<b>12.0</b>	<b>Total Credits</b> <i>May not include more than 6 credits in a self-contained special education classroom</i>

### **Alternative Certificate**

An Alternative Certificate will be awarded to students who do not satisfy the requirements for a chancellor's diploma, standard diploma, modified diploma, or extended diploma.

### **GED**

The GED Tests provide the opportunity to earn a high school equivalency certificate. Recognized nationwide by employers and educators, the GED certificate is available through Miller Education Center and Portland Community College.

### **Diploma Notes**

#### **Essential Skills**

Beginning with the class of 2012, graduation requirements include multiple options for students to demonstrate proficiency in a set of Essential Skills. Essential skills are designed to equip students with what they need to be successful in college, the workplace, and their communities. They help students acquire knowledge and skills in academic and career and technical studies and apply what they learn to real world situations. Students learn and apply essential skills in all subject areas, both in the classroom and outside of school.

Students must demonstrate proficiency in the first four Essential Skills and the remaining will be phased-in over time.

- Read and comprehend a variety of written materials (2012)
- Write clearly and accurately (2013)
- Apply mathematics in a variety of settings (2014)
- Listen actively and speak clearly
- Think critically and analytically
- Use technology to learn, live and work
- Demonstrate civic and community engagement
- Demonstrate global literacy
- Demonstrate personal management and teamwork skills

Students will have multiple chances and a variety of assessment options to show that they can meet the requirements.

### **Senior Portfolio and Senior Projects**

A set of personalized learning requirements are also required for graduation and met through the completion of a Senior Project and Portfolio:

- *Education Plan and Profile:* Students will develop a Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals.
- *Career-Related Learning Experiences:* Students will participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
- *Extended Application:* Students will apply and extend their knowledge in new and complex situations related to the student's personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.
- *The Career-Related Learning Standards:* continue through 2012, at which time they become part of the Essential Skills.

### **Grading**

Hillsboro School District's grading and reporting system shall provide students, parents, teachers, and the community with a framework for accurately reporting student achievement. It is the District's responsibility to the community that all school members will work to challenge and support all students in the pursuit of their highest levels of academic and personal achievement. Therefore, the District, in order to stimulate achievement as measured by its extraordinary expectations, adopted Policy IK: Student Evaluation (Academic Achievement) in the spring of 2010.

There are three basic tenets of Policy IK.

1. A student's grade should be determined with assessments that are summative in nature. Summative Assessments are conducted when a student has had adequate opportunity for instruction and practice to demonstrate proficiency on the standard. It is designed to provide information that will be used to make judgments about a student's achievement at the end of a sequence of instruction. Examples may include formal observation, tests, projects, term papers, exhibitions, reports, research, and assignments used to measure or assess what a student knows and can do. For the 2011 school year summative assessments should make up at least 90% of the final grade.
2. All other non-academic factors, while they are extremely important, distort the actual level of academic achievement. Some examples of non-academic factors that should not be factored into a student's grade are:
  - a. Effort
  - b. Participation
  - c. Classroom attitude and behavior
  - d. Attendance
  - e. Promptness in completing assigned work
  - f. Other behavioral expectations described in the syllabus

For the 2011-12 school year, nonacademic factors should not account for more than 10% of the final grade. The only time these factors are allowed to be included in a grade is when that factor is part of a state standard.

3. Teachers will utilize a balanced grading scale where there are an equal number of points in each grading category: A, B, C, D, F.

Specific information on individual teacher’s grading scales will be included with each secondary course syllabus handed out at the beginning of the course.

<b>Grading Scale</b>	
<b>A</b>	Work of such character as to merit special recognition.
<b>B</b>	Above-average performance.
<b>C</b>	Average work, meeting minimum requirements.
<b>D</b>	Work below-average and fulfills only the minimum expectations of the course.
<b>F</b>	Failing work which does not meet minimum requirements and demonstrates lack of competence.
<b>I</b>	INCOMPLETE – Used when teachers do not have sufficient evidence to determine a grade.
<b>N</b>	NO GRADE – For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.
<b>P</b>	PASSING – Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
<b>S/U</b>	SATISFACTORY/UNSATISFACTORY – Assigned for non-credit classes and credit recovery.
<b>WF</b>	WITHDRAWN FAILING – Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade, WF (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.
<b>WP</b>	WITHDRAWN PASSING – Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class, but is medically or unavoidably unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

### **Emergency Closures & Inclement Weather**

In the event of hazardous weather or other emergencies, radio and television stations will carry school schedule change information. The District will strive to post closure and delay information on the District website as soon as possible at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

In the event of ice or snow, the District may use modified routes or bus stops especially in the higher elevations.

Many radio stations begin announcing school closures by 5:30 a.m. Some of them are KUIK (1360), KEX (1190), KXL (750), KKRZ (100.3) KKCW (103.3). Television stations that announce school closures include KATU (2), KOIN (6), KGW (8).

Please be aware that changes in weather and road conditions can result in bus pick up and route times being delayed. We ask that you be patient and avoid calling the school as phone lines should remain clear for emergency use.

### **Gifts**

It is the policy of the District that teachers not accept gifts from students. Letters to staff members expressing gratitude or appreciation are always welcome and considered more appropriate.

### **Fees**

It is the philosophy of the Hillsboro School District Board of Directors that no student be denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements will be worked out through a counselor rather than the classroom teacher.

**Middle School**

<b>Middle School Student Activity and Miscellaneous Fees 2011-12</b>		
<b>Description</b>	<b>Fee</b>	
	<b>Semester Schools</b>	<b>Trimester Schools</b>
<b>7<sup>th</sup> Grade:</b>		
Exploring Art	\$7.50 / quarter	\$10 / trimester
Exploring Home Living	\$7.50 / quarter	
Exploring Computers	\$5 / quarter	\$10 / trimester
Exploring Technology	\$7.50 / quarter	\$10 / trimester
Towel Fee (required for PE)	\$6 / semester	
<b>8<sup>th</sup> Grade Elective:</b>		
Art	\$15 / semester	\$10 / trimester
Computers	\$5 / semester	\$6 / trimester
Home Economics	\$15 / semester	\$10 / trimester
Technology	\$15 / semester	\$10 / trimester
Teen Survival	\$15 / semester	
Towel Fee (required for PE)	\$12 / year	\$12 / year
PE Shirt		\$5
Homework Planner (required for all students)	\$4	\$4
Replace ID Card	\$2	\$2
Yearbook	TBA	TBA
*Other Fees		

\*SOME ELECTIVES MAY CHARGE ADDITIONAL FEES FOR STUDENT-SELECTED PROJECTS.

High School

High School Student Class and Miscellaneous Fees 1022-12				
DESCRIPTION	CENTURY	GLENCOE	HILHI	LIBERTY
All Visual Arts	\$25.00	\$25.00	\$25.00	\$25.00
All Technology Ed Classes	\$25.00	\$25.00	\$25.00	\$25.00
<ul style="list-style-type: none"> <li>• Advanced Technology</li> <li>• Auto</li> <li>• Digital Technology</li> <li>• Drafting</li> <li>• Foods</li> <li>• Horticultural</li> <li>• Welding</li> <li>• Wood</li> </ul>	\$25 Capital Center Classes \$40 Drafting	Jewelry Metalsmithing \$25.00	\$30 Construction	
All Photography	\$35.00	\$35.00	\$35.00	\$35.00
Activity Fee *	\$125.00	\$125.00	\$125.00	\$125.00
ASB	Marching Band Cheerleading Dance Team Color Guard	Concert/Symphonic Band Cheerleading Dance Team Flag Team	Marching Band Cheerleading Dance Team Color Guard FFA	Marching Band Cheerleading Dance Team Color Guard
Athletic Participation*	\$20.00	\$20.00	\$20.00	\$20.00
Lock Rental	\$175.00	\$175.00	\$175.00	\$175.00
Parking Permit	\$5.00 (one time)	\$5.00 (one time)	N/A	\$5.00 (one time)
Planner	\$30.00 per year	\$30.00 per year	\$30.00 per year	\$30.00 per year
Printing Paper Fee	\$5.00	\$5.00	\$5.00	\$5.00
Towel Fee	10.00	10.00	10.00	10.00
Yearbook	4.00	4.00	4.00	4.00
	\$50.00	\$50.00	\$50.00	\$50.00

\*Per student per sport/activity to maximum of \$350 per student; maximum of \$700 per family.

It is the philosophy of Hillsboro School District School Board of Directors that no student be denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements should be worked out through a counselor, rather than the teacher whose class is involved.

Admission to athletic contests:

- \$5/adults, \$4/students, \$2/with ASB sticker from visiting team (NWOC – Liberty)
- \$6/adults, \$4/students, \$2/with ASB sticker from visiting team (Pacific – Century, Glencoe, Hilhi)
- ◆ \$7/adults, \$5/students for all varsity football games at Tigard High School

## Health and Safety

### Health Curriculum Content

According to Board Policy IGAEA, parents are notified in this handbook that material regarding AIDS/HIV/Hepatitis B will be taught in the health curriculum. Parents may excuse their child from participating in any instruction on human sexuality and/or human immune deficiency virus by submitting a written request to the principal.

### HIV/AIDS Rumor Control

Confidentiality and individual rights to privacy are provided to all personnel associated with the schools in cases of HIV or AIDS infection. Requirements for confidentiality and individual rights are placed upon school districts. A staff member or a student infected with the AIDS virus or HIV may continue working or attending school.

The District recognizes a parent (student) has no obligation to inform the District of an HIV or HBV or HBV condition, and that the student has a right to attend school. If the District is informed, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, who will give the information, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the parent (student), the District will develop procedures for formulating an evaluation team. The team shall address the nature, duration, and severity of risk, as well as any modification of activities. The team shall continue to monitor the student's condition.

### Immunizations

Oregon law requires the following shots for school and child care attendance\*

A Child entering <b><u>Preschool, Child Care, or Head Start</u></b> needs:	4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib
A student entering <b><u>Kindergarten or Grades 1-3</u></b> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <b><u>Grades 4-6 or Grades 11-12</u></b> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B
A student entering <b><u>Grades 7-10</u></b> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B

*\*Doses required varies by a child's age and how long ago they were vaccinated. Please check with your school, healthcare professional or the Washington County Health Department at 503-846-8881.*

### **Medical Protocols**

Health management protocols are not routinely sent for *asthma, or insect sting allergies*. Guidelines for first aid related to these conditions are posted in the school health rooms. *Please contact your school nurse if you would like a specific protocol developed for your child, especially if they have special needs related to their condition.*

### **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:

- 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.

### **Emergency Evacuation and Containment Drills**

#### **Containment Drill:**

The term "containment" is used to signal the beginning of an emergency situation such as an intruder with a weapon or a similar emergency situation where close student supervision and communication is essential.

Teachers and students are expected to remain in the classroom and:

1. Lock the door
2. Ignore bells
3. Keep the classroom door closed until the situation has been cleared
4. Take attendance
5. Stay away from the windows
6. Remain quiet and get as low to the floor as possible
7. Turn off the lights
8. Stay off the telephones

Students in other areas of the campus will receive specific instructions from the administration.

All staff, students, and visitors will remain in containment until the authorities have cleared the situation and an official announcement has been made.

Periodic Containment Drills will be practiced. Students are to follow instructions given by their teacher.

### **Fire Drills and Regulations:**

We are required by law to have periodic fire, containment, and earthquake drills. Every student should know the location of the exit in each room that he/she uses during the day. Consult the instructor or the chart posted in each room if you do not know the fire/earthquake exit.

### **When the siren sounds signaling a fire drill:**

1. Move rapidly (do not run) to the designated outside exit. ***All students must leave the building, regardless of what they are doing.***
2. Move well away from the building and remain quiet.
3. When the all-clear sounds, return directly to class in an orderly fashion.
4. Specific instructions are posted in each room adjacent to the door.

### **When the siren sounds signaling an earthquake drill:**

1. Remain in the room and seek cover under a desk or table, or in a doorway.
2. When the earthquake stops, evacuate.

## **Lost and Found**

Any article found should be turned in to the main office. Failure to do so may result in disciplinary action. Students who have lost articles may call the office and claim them. Articles in the physical education lost and found are not to be removed without teacher authorization.

To enable parents, students, and staff to reclaim articles of clothing and other items lost or misplaced, each school will provide a designated "Lost and Found" location at their school. To the degree possible, school staff will display items at the designated location to facilitate identification of missing items by students, parents, and/or staff.

Parents will be reminded periodically via newsletters and school websites to check the lost and found for missing articles.

All lost and found items remain the sole property of the individual who lost them until the school deems the items as unclaimed. Under no circumstances will staff remove articles of clothing or other items for private use or personal gain.

Parents will be notified annually that all unclaimed clothing and other collected items will be donated to charitable organizations or groups up to twice a year. Schools will retain a receipt from the charitable organization receiving the unclaimed articles.

Money found at a school or other District facility will be held for 30 calendar days. Unclaimed money less than \$100 will be deposited in the school's Associated Student Body (ASB) fund, or the District building fund. Any money over \$100 dollars will be sent to the business office to be held for a period of 90 calendar days. Unclaimed money will be deposited into the ASB fund of the school or the District building fund after 90 calendar days.

## Meals

School breakfast and lunch prices for the 2011-12 school year will be as follows:

Elementary	
Breakfast	\$1.25
Lunch	\$2.05
Milk/Juice	\$0.50
5 Lunches	\$10.25
20 Lunches	\$41.00
Secondary	
Breakfast	\$1.50
Lunch	\$2.55
Milk/Juice	\$0.50
5 Lunches	\$12.75
20 Lunches	\$51.00
Reduced Price-Meals	
Breakfast	No Charge
Lunch	No Charge
5 Lunches	No Charge
20 Lunches	No Charge
Adults	
Breakfast	\$2.00
Lunch	\$3.00
Milk/Juice	\$0.50

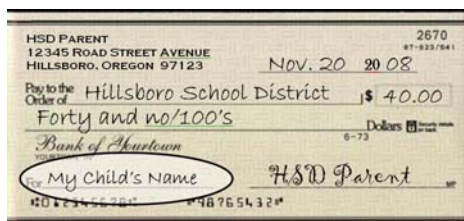
### Elementary Schools

The District uses an electronic Point of Sale tracking program. Students' access their accounts using their student identification card, or touch their picture on the computer's touch screen. Parents wishing to visit their students at lunchtime are able to purchase meals at an adult rate.

Money for meals may be deposited with the cafeteria manager or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may access students' meal participation by creating an account through myschoolbucks.

Here are a few tips

- Deposit money in the form of cash or a check. If using a check, **write full name of the student(s) in the lower left-hand corner of the check**, indicating the distribution of money for each child's account (see example).



Your child(rens) balance is always available through your school kitchen manager.

Elementary children may charge up to \$6.00

For accounts that have a negative balance the parent will receive an automated phone call as a reminder that your child(rens) account is overdrawn. When the \$6.00 limit has been reached, an emergency meal will be provided until the account is brought back to a positive balance. An emergency lunch meal consists of a cheese stick, selections from the salad bar, and a container of white milk. An emergency breakfast meal consists of cereal, toast, and a container of milk.

### **Middle and High Schools**

The District uses an electronic Point of Sale tracking program. Students may access their account by scanning their student I.D. card or keying in their student I.D. number. Lunch money may be deposited with the cafeteria at any time or payments can be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com). **No** meals may be charged at the secondary level. Secondary students without money for lunch will be offered an emergency meal.

Students may apply to work in the cafeteria during part of their lunch period to earn a free lunch. Check with the school's cafeteria manager if you are interested.

### **Free and Reduced**

Information regarding the free or reduced-price meal program is mailed home prior to the start of the school year. Current year applications are available online at <http://www.hsd.k12.or.us>, in your school's main office, or at the Administration Center. Submit your **completed** application to the Nutrition Services Applications Department, either via online application process, mailed to 3083 NE 49<sup>th</sup> Pl., #208, Hillsboro, OR 97124, or dropped off at any school.

You can view the monthly meal menu, including nutritional facts on the Hillsboro School District Website at <http://www.hsd.k12.or.us>.

### **Media Release – Directory Information**

Directory information is information about students that could include the following: student's name, address, phone number, electronic address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received, the most recent previous school or program attended.

The Hillsboro School District gives notice that such information may be printed or published during the year in formats such as honor rolls, award announcements, press releases, media productions, play programs, team rosters, football programs, concert programs, yearbooks, school or District web site articles, and other such school or District publications, and will be appropriate for the purpose of that publication.

Hillsboro School District may, upon request, provide directory information to organizations such as a graduation products contractor or Hillsboro Schools Foundation.

Print and electronic media representatives may attend school activities, projects, or events for news coverage and may photograph a student or students.

Parents and guardians have the right to prevent the District from releasing directory information regarding the student and/or parent. To exercise this right, requests must be submitted in writing by the parent/guardian, student 18 years of age, or emancipated student to the principal within fifteen days of annual public notice.

Parents/guardians are reminded that should they desire to prevent publication of directory information, the school will not be able to include the student in honor rolls, press releases, media productions, team rosters, concert programs, and other such school or District publications.

- All requests by parents to prevent publication of directory information will be honored.
- No unlisted phone numbers will be released for any reason.
- Directory information shall be released only with administrative direction, and information considered by the District to be detrimental will not be released.

### **Military Request for Information**

According to federal law—No Child Left Behind Act - school districts are required to provide the name, address, and phone number of students (male and female) in Grades 11 and 12 to military recruiters regardless of age.

Individual students or parents of students may request the student's name not be released to the military. Because the District must submit the list to the military in mid-October, written requests to not be included in the list must be received at the school office no later than the fourth Friday in September.

Such a request to withhold information from the military will not affect other directory information releases (e.g., honor rolls, yearbook, athletic programs).

### **Nondiscrimination (Title IX)**

The District strives to provide equal educational opportunities to all students and to eliminate those conditions which may cause discrimination. A student, parent, or guardian who believes that he or she is the recipient of discrimination may report the incident to the staff member on duty at the time or to the student's teacher or administrator. The teacher or administrator will take appropriate action, which may include following the rules for discipline outlined in the Standards of Student Conduct.

A student and his or her parent are encouraged to attempt to resolve concerns informally. However, if they are unable to or believe the student is the recipient of discrimination from a District staff member or the District generally or one of its volunteers, they are encouraged to complete the District's Discrimination Complaint Form.

Changes to the District's complaint procedure may be made if an administrator is named in the complaint.

### **Harassment**

Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment.

The Title IX coordinator for the District is Casey Waletich. Complaints should be addressed to Mr. Waletich at 3083 NE 49<sup>th</sup> Place, Hillsboro, OR 97124, or by calling 503-844-1500.

### **Parental Rights to Review Materials**

The District is committed to protecting student and parental privacy. Board Policy KAB: Parental Rights further ensures that parents have the opportunity to review curriculum material, surveys, or tools which may seek personal information about students. For more information refer to the FERPA (Family Educational Rights and Privacy Act) amendment in the Standard's of Student Conduct.

### **Surveys and Research Projects**

Research studies may be requested by universities to satisfy advanced degree requirements for graduate students. The District evaluates the intrusion of the survey or research tool and works with the university prior to approval. Interruption of instructional time is also a primary consideration in

approving or denying surveys or research projects. The District requires notification to parents when a research study proposes to use student data or responses and gives parents a chance to exclude their student from such activity.

### **Annual Student Survey**

The District administers a student survey annually. This survey is completed by students in Grades 6 through 12, and to Grade 5 students in blended 5/6 classrooms. The survey gathers information on school safety, drugs and alcohol, and instruction-related issues. Results of the survey are used for school improvement planning, grant applications, and evaluation of progress toward goals. Parents may contact Beth Graser, Director of Communications, with any questions at 503-844-1500 or [graserbe@bsd.k12.or.us](mailto:graserbe@bsd.k12.or.us). For more information refer to the PPRA (Protection of Pupils Rights) amendment in the Standard's of Student Conduct.

## **Personal Communication Devices & Social Media-Students**

Students may be allowed to use and possess personal communication devices on District property and at District-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or District-sponsored activities, or violate Board policies, administrative regulations, acceptable use guidelines, school or classroom rules, or state and federal law.<sup>1</sup>

A “personal communication device” is a device not issued by the District which emits an audible signal, vibrates, displays a message, or otherwise summons or delivers communication to the possessor of the device. These devices include, but are not limited to, media players, walkie-talkies, long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers, and similar devices.

The District will not be liable for personal communication devices brought on District property or to District-sponsored activities.

Social media tools (as defined in Administrative Regulations JFCEB-AR) may be used by students in a manner that supports the instructional and learning environment. The District will not be responsible for information/comments posted by students on social media websites when the student is not using social media tools directly related to District activities.

Administrative regulations may include grad- or age-level possession and/or use restrictions by students on District property and at District-sponsored activities, consequences for violations, and such other provisions as the Superintendent may deem necessary.

### **Legal Reference(s):**

[ORS332.107](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006)

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<sup>1</sup>The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

## **Residency and Student Transfer Requirements**

### **Residency Requirements**

By state law and district policy, students are assigned to, and expected to attend, a “home school” in their “home district” based on the legal address of residence of their parent or legal guardian. The Hillsboro School District has also established attendance boundaries that provide clear feeder paths from elementary to middle to high schools. These allow for academic continuity within each feeder and balance enrollments across schools in the District.

The elementary home school determines the feeder path a student will take into middle or high school. To determine the student's assigned attendance area, please contact Transportation Services at (503) 844-1123. Questions regarding requirements to confirm residency should be referred to the home school or District office.

Exceptions to school assignments must be approved by the superintendent/designee through a transfer request initiated by the parent or legal guardian. Students living away from home or with friends or relatives, who are not emancipated or living with a legal guardian, must have administrative approval to attend a District school other than their home school. Students whose place of residence changes during the school year must notify their school, and may be required to submit a transfer request if they have moved to a different attendance area.

### **Transfer Requests**

Residents of the Hillsboro School District wishing to transfer to a school other than their home school need to initiate a transfer request within the established schedule. There are two processes: (1) in-district, for requests to schools within the Hillsboro School District; and (2) inter-district, for requests to schools outside the Hillsboro School District (i.e., Beaverton or Forest Grove School Districts). Non-residents who wish to attend a school in the Hillsboro School District must initiate their request via their home district to obtain an inter-district transfer release before they can be considered by the Hillsboro School District.

Transfer requests will be considered on a case-by-case basis, contingent upon factors including the reason for the request, availability of space and resources at the school, grade level, classroom, and/or program, and a review of the requesting student's educational, attendance and behavioral history. Requests may be denied, regardless of the reason, if space or resource capacities at the school are exceeded. Providing false information also may be grounds for denial or revocation of the transfer.

Students are expected to preregister and initiate class scheduling at their home school pending the disposition of their transfer request.

In competitive activities which are governed by the Oregon School Activities Association (OSAA), competitive eligibility will be determined by a review based on OSAA standards. Parents are reminded that a transfer application, if approved, will allow the student to complete an academic transfer, but does not guarantee eligibility to participate in competitive activities at the school.

The OSAA states, "It is a fundamental rule of the Association that students must attend only the high school in the school district where their parents reside. Exceptions to this rule are to be strictly construed." (Rule 8-6-1). Parents may contact OSAA at (503) 682-6722 with specific questions.

Note that the District will not transfer students based on athletic/activity consideration. Students also may not sign up for or practice with athletic teams or other activity programs at their requested school unless they have been approved for transfer.

All approved transfer requests are granted for one year only with no guarantees of renewal or continuation to the next feeder level of the transfer school. The parent or legal guardian will be responsible for transporting the student to and from school in a timely manner. Transfers are granted as a privilege; students are expected to comply with District policies and standards, and maintain good attendance, academic achievement and appropriate behavior. The principal retains the right to revoke the transfer at their discretion if any of these expectations are not met.

Transfer students who wish to return to their home school must submit notification in writing to their current school to withdraw their transfer. To transfer to a different school, the student must submit a

new application. Students also may need to reapply for a transfer to continue at their current school if a change in residence moves them into a new home school attendance area.

### **Transfer Policies**

JECC: Assignment of Students to Schools

JECC-JC-AR: In-District Transfers

JECB: Inter-District Transfers

JECB-AR: Inter-District Transfer Guidelines

JC-JECC-JECB-AR Appendix B: Schedule for Transfer Processing

More information about transfers and links to the transfer policies are available on the District website at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

### **Student Withdrawal from School**

Whenever a student plans to withdraw from school for any reason, the following steps must be taken:

1. The parent or guardian is asked to contact the school either personally, by telephone, or in writing to authorize the withdrawal.
2. The student is expected to have an exit interview with an assistant principal or counselor and then pick up a withdrawal form from the registrar. Teachers will indicate the student's grades at the time of transfer, while the librarians and bookkeeper will confirm any outstanding debts.
3. Refunds of student body fees are prorated according to a schedule, and refunds are made by mail to the student's parents.

It is important that students go through the proper withdrawal procedures. Otherwise, refunds will be delayed and students may have difficulty obtaining records as needed for employment, the armed services, or further schooling.

### **Selling/Advertising/Posters**

Students and community members are not to sell, distribute, or advertise any items or services on campus unless they have the approval of the school administration. Information on the flyer approval process is available on the Community page of the District website at [www.h12.k12.or.us](http://www.h12.k12.or.us).

### **Social Security Disclosure Statement**

Providing a student's social security number (SSN) is voluntary. If you provide it, the school district will use your student's SSN for record-keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting your student. Your student's SSN will not be given to the general public. If you choose to not provide your student's SSN, he/she will not be denied any rights as a student. Providing your student's SSN means that you consent to the use of your student's SSN in the manner described.

ORAR 581-021-0250 (1)(j) authorizes school districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The District and Oregon Department of Education may also match the SSN with records from other agencies as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your student's SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

## **Student Records Law**

By Oregon law, a student's parent or an eligible student has the right to:

- Inspect and review the student's education records;
- 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;
- Consent to disclosures or 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;
- 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
- 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, from the District Administration Center, or online at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

The District forwards education records within 10 days of receiving a request according to Oregon law (OAR 581-021-0250).

## **Sustainability**

The District will strive to conduct its operations and make decisions that support sustainability by minimizing the waste of natural resources, while protecting the health and wellbeing of its constituents through environmentally and economically sound practices.

The District shall consider, when purchasing, the potential for recycling of materials and shall avoid, when feasible, the purchase of materials that are not recyclable. The District shall take advantage of local opportunities to recycle waste materials and cooperate with the recycling efforts of the community.

## **Testing Information**

### **SAT I, SAT II, ACT, PSAT**

College bound seniors will be required to take the SAT I (Scholastic Aptitude Test) or, in some cases the ACT (American College Test), in order to meet college entrance requirements. Some schools also require SAT II (Achievement tests). Students must check college catalogs or with their counselor for specific requirements. The SAT I and SAT II are offered in our District on some dates and at neighboring schools on other dates. Check in the counseling center for details. The SAT I carries a test fee. Tests are offered in 2011-12 on the following dates:

**SAT:** October 1, November 5, December 3, January 28, March 10, May 5, and June 2

**ACT:** October 22, December 10, February 11, April 14, and June 9

***The cut-off SAT registration dates are approximately five weeks before each test.***

**PSAT:** On Wednesday, October 12, all sophomores and interested juniors will take the PSAT (Preliminary Scholastic Aptitude Test) that will be administered at their home school. The advantages of this test include being able to predict SAT scores and to help in career counseling. It is also the only route of entry to the annual scholarship competitions administered by National Merit Scholarship Corporation.

### **Diagnostic Testing**

A wide range of assessment techniques are available to help provide information to students and teachers about basic skill proficiency, reading problems, learning styles, and hearing and vision problems:

1. Small group instruction for IEP students
2. Tutorial help for IEP students having difficulties in basic subjects
3. Mainstream teacher support in development of interventions to help students be successful
4. Monitoring and support for IEP students

### **Transportation**

Students eligible for bus service will receive a card with schedules and timetables for bus runs in the mail prior to the opening of school. Questions and inquiries should then be directed to the District Transportation Center, 503-844-1123.

The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for those students living beyond walking distance established in ORS 327.043. All of the seats on the bus are reserved specifically for those students.

### **Volunteer Requirements/Procedures**

The District encourages and appreciates the involvement of community members and parents who volunteer in our schools. As the safety and welfare of students is of primary importance, the Hillsboro School District will conduct criminal history checks on all employees, volunteers, and high school and college students who work with our students.

All volunteers will complete an online Volunteer Application and Criminal History Check form. This includes everyone involved in, but not limited to, coaching or team activities, school committees, before and after school programs, athletic camps, mentors, chaperones, classroom and office helpers, and other programs.

There are three steps to becoming a volunteer:

1. Read the District's Volunteer Handbook
2. Complete the on-line Volunteer Application and Criminal History Verification Form, which provides consent for a background check. (Human Resources will contact you if additional information is needed)
3. Contact your school to confirm approval and to receive your volunteer assignments. Be sure to wear your volunteer badge and sign in and out in the main office.

All information will be handled in a professional and confidential manner.

