

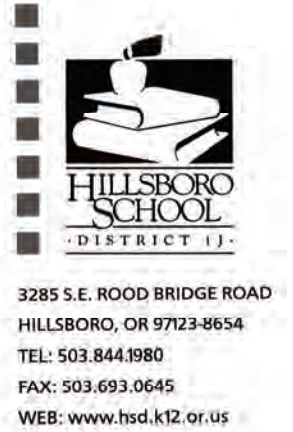
HILLSBORO HIGH SCHOOL



The Hilhi learning community endeavors to promote excellence and ensure the success of all students

PARENT/STUDENT HANDBOOK

2010-2011



August 2010

Dear Hilhi Students and Families,

It is my pleasure to welcome you to another exciting year at Hillsboro High School. Hilhi is committed to providing a wide variety of opportunities to meet the needs of every student who enters our doors. Our students will have equitable access to a meaningful, relevant curriculum in order to ensure that each student is prepared for success after high school.

Students, as your new principal I look forward to getting to know you, your aspirations, and your dreams. In the same breath, I challenge each of you to strive for excellence and build a foundation for success. Through desire, determination, Spartan PRIDE and careful planning, all of our students can be successful at Hilhi.

The Hillsboro High School Parent/Student Handbook will provide you with information that is vital to the success of every student at Hilhi. In the following pages you will find topics ranging from attendance guidelines to grading practices. I encourage you to review this handbook as a family to ensure that your student is poised for success.

If you have any questions about the information in this Handbook please feel free to contact our administrative team. We value your thoughts and input greatly and are always open to suggestions about ways to improve the Hilhi experience.

On behalf of the Hilhi staff and the Hillsboro School District, welcome to another exciting school year!

Sincerely,

Mr. Matt Smith
Principal
Hillsboro High School

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2010-2011 BELL SCHEDULES

Period	Monday/Friday	Tuesday/Thursday	Wednesday
0	7:00 - 8:25	7:00 - 8:25	No Zero Period
1	8:30 - 9:43 (73 minutes)	8:30 - 9:34 (64 minutes) Advisory/Spartan Time 9:39 - 10:19	9:00 - 10:07 (67 minutes)
2	9:48 - 11:01 (73 minutes)	10:24 - 11:28 (64 minutes)	10:12 - 11:19 (67 minutes)
3A	11:06 - 12:19 (73 minutes)	11:33 - 12:37 (64 minutes)	11:24 - 12:31 (67 minutes)
Lunch1	11:06 - 11:36 (30 minutes)	11:33 - 12:03 (30 minutes)	11:24 - 11:54 (30 minutes)
3B	11:41 - 12:54 (73 minutes)	12:08 - 1:12 (64 minutes)	11:59 - 1:06 (67 minutes)
Lunch 2	12:24 - 12:54 (30 minutes)	12:42 - 1:12 (30 minutes)	12:36 - 1:06 (30 minutes)
4	1:00 - 2:12 (72 minutes)	1:18 - 2:21 (63 minutes)	1:12 - 2:18 (66 minutes)
5	2:17 - 3:30 (73 minutes)	2:26 - 3:30 (64 minutes)	2:23 - 3:30 (67 minutes)

STUDENT SUPERVISION

Adult supervision of students is provided during regular school hours, while traveling in District-provided vehicles to and from school, and while engaged in District-sponsored activities. Supervision will be provided from **8:00 a.m.** in the cafeteria/commons until **4:00 p.m.** in approved areas on campus. During Academic Seminar, adult supervision begins at 8:30 AM. Supervision does not include early morning or the time following usual student departure unless students are present for a scheduled and supervised activity.

WHO TO SEE FOR WHAT

Absences	Attendance Office
Address or phone change	Registrar
Alternative programs	Counseling Center
ASB sticker	Bookkeeper
Athletics information	Athletic Director
Club/activities information.....	Activities Director
College/Financial Aid Information.....	College & Career Guidance Counselor
Conflict resolution/Mediation	Counseling Center
Fees/fines (class and equipment).....	Bookkeeper
Library fines/textbooks.....	Library
Grade checks	Counselors
Health problem/medication.....	Health Assistant
Internet account.....	Tech Facilitators
Job or Career information.....	Career Counselor
Locker change/problem	Assistant Principal
Lost/found items	Receptionist
Lunch ticket	Cafeteria Director
Parking permits.....	Assistant Principal
Phone messages.....	Receptionist
Poster approval	Assistant Principal
Schedule concerns	Counselor
Stolen property report.....	Assistant Principal
Student Assistance/Support Counseling	Counseling Center
Student ID card.....	Assistant Principal
Textbooks	Teacher or library staff
Transcript requests.....	Registrar
Tutoring	Teacher/Counseling Center
Visitor's pass	Receptionist
Withdrawal from school	Registrar
Yearbook	Yearbook Advisor

HELPFUL CONTACT INFORMATION

HILHI.....503-844-1980

ATTENDANCE OFFICE.....	503-844-1990	MILLER EDUCATION....	503-844-1010
FAX NUMBER (HILHI).....	503-693-0645	SPECIAL PROGRAMS...	503-640-4631
FAX NUMBER (COUNSELING)....	503-693-4010	SPORTS UPDATE.....	503-844-1980
FAX NUMBER (ATHLETICS).....	503-844-1983	TRANSPORTATION.....	503-648-9123
NUTRITION SERVICES.....	503-844-1459	TWILIGHT SCHOOL.....	503-844-1015

HILHI FACULTY

Principal

Matt Smith

Assistant Principals

Olga Acuña
Tba

Dean of Students

Tba

Activities Director

Amanda Ryan

Athletic Director

Steve Drake

School to Work Coordinator

Marla Lyle

Counselors

Barbara Falconer
Anya Hershberger
Gilbert Salas
Sarah Seeborg
Tanya Stremme

Student Assistance

Facilitator

Kelly Love-Geiger

Human Resources/Business Education

Kelly Jet
Michiah Kaiser
Tim Kasper

ESL

Julio Galian
Sharon Kerbs
Karleen Smith

Arts & Communication

Rebecca Buchanan
Geoff Fotland
Paula Reeve
Silverna McCall-Scott
Cynthia Schubert
Kelda Van Patten

Academic Support Center

Tiffany Bailey

Health/Physical Education

Brian Bean
Merissa Richards
Albert Dexter
Tim Griffith
Adam Reese

Language Arts

Tiffany Bailey
Sarah Denny
Barbara Reich
Jeff Hollamon
Sherry Humphrey
David Juster
Ashley Lane
Marilissa Sacks
Verity Thomas
Dardn Thomsen

Library

Julie Crowell

Mathematics

Bob Allnutt
Mary Bailey
Moises Curiel
Rus Jordan
Jim Ney
Joe Painter
Rhonda VandeBergh
Kayla Grether
Ben Ross

Science

Patricia Carr
Walt Hellman
Dean Miyama
Brian Nauert
Steven Sears
Brian Sica
Bonnie Wakeman

Social Studies

John Barnes
Kim Bliss
Rick Doughty
Goodwin, Ben
Alan Guffey
James Neville

Special Education

Steve Drake
Colleen Held
Shelley Hudspeth
Russ Jellesed
Jesse Johnson
Tyler Kemhus

Teacher of the Deaf

Lee Ann Banning

Technology/Industrial Arts

Glenn Campbell
Don Domes
John Stables

World Languages

Charlotte Bushnell
Tami Miller
Naomi Sunagawa
Alan Whinery
Adriana Zúñiga

SUPPORT SERVICES

Asst. Principals' Secretary
Nuria Pence

ASPIRE Program
Jessica Halpern

Athletics Secretary
Trish Guerechit

Attendance Secretaries
Kim Tibbals

Bookkeeper
Alice Hart

Campus Security
Tiffany Schmidt
Antoine Shired

Career Center Secretary
Laurie Lux

Counseling Secretary
Diana Slater

ESL Assistants
Laura Alexander
Zulma Gibson
Christine Hartley
Ed Lunn
Juana Vera-Rocha

Health Assistant
Sarah Christianson

Media Center Assistants
Lila Young

Multicultural Affairs
Sarah Seeborg
Teresa Bravo Rossi

Office Manager
Tba

Project Plus
Aimee Quast

Receptionist
Elaine Hoff

Registrar
Sandra Miranda

Special Ed. Assistants
Vanessa Baccellieri
Stacy Huffman
Sara House
Pam Leidelmeyer
Debi McCallen
Linda Meier
Jim Paterson
Belinda Sanchez

Tech Facilitators
Devin Hunter
Lorraine Maviti

GENERAL ACTIVITIES

Band
Geoff Fotland

Cheerleading
Trina Schoebel

Choir
Paula Reeve

Colorguard
Nancy Melendez

Dance Team
Nancy Melendez

Drama
Silverna McCall-Scott

Yearbook Staff
Rebecca Buchanan

FALL ATHLETICS

Boys Soccer
Tim Ellsworth
Cross Country
Bill Kaemmer
Girls Soccer
Dean Miyama
Football
Ken Ingram
Volleyball
Krystal Stemm

WINTER ATHLETICS

Boys Basketball
Antoine Shired
Girls Basketball
Lloyd Suiter
Swimming
Laurie Chesler-Clark
Water Polo
Cam Clitheroe
Wrestling
Adam Reese

SPRING ATHLETICS

Baseball
Matt Bailie
Boys Golf
Rick Doughty
Boys LaCrosse
Bruce Bawcom
Boys Tennis
Brandon Irvine
Girls Golf
Ben Ross
Girls LaCrosse
TBA
Girls Tennis
Charles Mosley
Softball
Ashley Thomas
Track
Tim Kasper

2010-2011 HILHI STUDENT LEADERSHIP TEAM

EXECUTIVE BOARD

ASB President.....Josh Maurer
ASB Vice-President.....Jessica Buckner
Secretary to the Site Council.....Aide Camacho
.....Maria Ochoa
Sec. of Assemblies.....Bethany McSpadden
.....Maddie Miller
Sec. of Spirit and Activities.....Natalie Breiland
Sec. of the Treasury.....Sam Kingsbury
.....Sophia Panayiotou
Sec. of Public Relations.....Taylor Salcedo-Freeman
Sec. of Events.....Lacey Hallquist
.....Catherine Bayer
Sec. of CommunicationsAndrew Morton
.....Chloe Bartlett
Sec. of Athletics.....Nathan Unger
Sec. Of Technology.....Stefan Panayiotou
Unity Team Representatives.....Alejandra Muñoz-Jimenez
.....Tyrell Woodland
.....Elizabeth Ochoa

COMMUNITY SERVICE TASK FORCE

Jesus Mandujano, Chelsey Aguilar Valencia, Samantha Billiu

ASB SENATE

SENIORS

Drew O'Brien
TBA
TBA
TBA

JUNIORS

Maddie Bryan
Nancy Chaiphol
Maggie Gill
Fernando Rincón

SOPHOMORES

Jeb English
Monica Garcia
Juan Radilla
Natalie Quandt

FRESHMEN

TBA
TBA
TBA
TBA

Senior Class Officers

President.....Meranda Clausen
Vice President.....Noemy Orozco
Secretary.....Alex Christensen
Treasurer.....Aeriel Jensen

Junior Class Officers

President.....Tori Graf
Vice President.....Dulce Flores
Secretary.....Sarah Benton
Treasurer.....Ashley Krautscheid

Sophomore Class Officers

President.....Quentin Engel
Vice President.....Brittany Smith
Secretary.....Cheyenne Burchett
Treasurer.....Jori Halpern

Freshmen Class Officers

President.....TBA
Vice President.....TBA
Secretary.....TBA
Treasurer.....TBA

2010-2011 DATES TO REMEMBER*

September 6	Labor Day – No School
September 7	First Day – Freshmen Only, All Day
September 8	First Day for All Students
September 21	Back to School Night
October 5	Mid-Term 1 Progress Reports
October 8	No School
October 14	Parent Conferences
October 15	Prep/Parent Conferences – No School
October 23	Homecoming Parade & Game
November 11	Veteran’s Day – No School
November 25	Thanksgiving Holiday – No School
November 26	No School
December 3	End of 1 st Trimester
December 4	S.A.T. at Hilhi
December 6	Grade Prep - No School
December 20 – January 1	Christmas Vacation – No School
January 3	School Resumes
January 17	Martin Luther King Day – No School
January 18	Mid-Term 2 Progress Reports
January 25	Parent Conferences
February 21	President’s Day – No School
March 17	End of 2nd Trimester
March 18	Grade Prep - No School
March 21-25	Spring Vacation – No School
April 9	ACT at Hilhi
April 19	Mid-Term 3 Progress Reports
April 25-29	May Fete Week
April 26	Parent Conferences
May 7	SAT testing at Hilhi
May 22	Senior Prom
May 24	Senior Award Evening
May 30	Memorial Day – No School
June 10	Graduation Rehearsal
June 11	Graduation
June 16	Last Day of School

**Please see the District and school websites
for updated calendar dates and activities**

HILHI'S ACADEMIC VISION

The Hilhi learning community endeavors to promote excellence and ensure the success of all students through school-wide implementation of the following guiding principles:

- **Content Literacy:** *In order to prepare all students for post-secondary success, Hilhi will ensure a school-wide focus on literacy skills including, reading, writing, problem-solving, critical thinking, and research.*
- **College Readiness:** *Using a framework of college readiness, the Hilhi Community will provide all students with instructional programs and academic support to equip them with the skills, behaviors and content knowledge needed to be successful in post-secondary learning.*
- **Personalization:** *Hilhi's schedules and structures will meet the changing needs of students and staff by providing enriching learning activities and promoting student teacher relationships to optimize student learning.*
- **Partnerships:** *Hilhi will expand partnership opportunities among staff, students, parents, and community members through targeted publicity and strategic outreach campaigns.*
- **Professional Learning Community:** *Hilhi will function as a professional learning community to assess student performance and program success and collaboratively implement best practices across the school community.*
- **Equity:** *All Hilhi students will pursue a challenging and rigorous academic program. We will provide students with the necessary equitable structures, supports, and encouragement that will lead to their post-secondary success.*

ACADEMIC INFORMATION

GRADING SYSTEM

All course grades will be based on a balanced grading scale. Please see the district section for a definition and each course syllabus for details on the grading scale used by each of your student's teachers.

A: SUPERIOR – Given for work of such character as to merit special recognition.

B: ABOVE AVERAGE – Indicates above average performance.

C: AVERAGE – Indicates average work, which meets minimum course requirements.

D: BELOW AVERAGE – Indicates below average work, which fulfills only the minimum expectations of the course.

F: FAILING – Indicates failing work, which does not meet minimum requirements and demonstrates a lack of competence. Graduation credit is not awarded.

I: INCOMPLETE – Used only when unavoidable circumstances have deterred the student from completing the class work by grade-marking time. Although it is the student's responsibility to perform the work to clear the incomplete, it is the teacher's responsibility to convert the incomplete to final grade when that grade has been earned. **Incompletes not made up within three weeks after the end of the grading period will become an "F".** **Reminder notices will not be sent out by the registrar, it is the student's responsibility to make sure this is taken care of.** An "I" is not used in the calculation of the GPA and graduation credit is not awarded.

S: SATISFACTORY – Assigned only to students working as aides or who have made special arrangements to take a course on a S/U basis. Graduation credit is not awarded.

WF: WITHDRAWN FAILING –

Administrative approval is required. It indicates that the student has withdrawn from the class with an F. **WF** (point value 0) is a final grade used in the calculation of the GPA. Graduation credit is not awarded.

WP: WITHDRAWN PASSING - Administrative approval is required. It indicates that the student has withdrawn from the class with a passing grade. **WP** is a final grade but is not used in the calculation of the GPA. Graduation credit is not awarded.

Grade changes: When a teacher wishes to change the grade recorded for any student after the grading period, he/she must obtain administrative approval. Grade changes must be made within 12 weeks of the end of the grading period.

CREDIT	GRADE	POINTS	DESCRIPTION	GPA
Y	A	4	Superior	Y
Y	B	3	Above Average	Y
Y	C	2	Average	Y
Y	D	1	Below Average	Y
N	F	0	Failing	Y
N	I		Incomplete	N
Y	P		Passing	N
Y	S		Satisfactory	N
N	U		Unsatisfactory	N
N	WF	0	Withdrawn	Y
N	WP		Failing Withdrawn Passing	N

Report Cards & Progress Reports

Midterm progress report grades are mailed to parents.

Official trimester grades will be mailed to parents soon after the end of each grading period. Refer to the school calendar.

SCHEDULE CHANGES

Schedule change requests will be evaluated on an individual basis, and changes will be made only for the following reasons:

- A missing period in a student's schedule;
- A level placement error; or
- A student is placed in a class for which he/she did not forecast (this excludes students who are placed in an Academic Support Program such as Tutorial or Reading Mastery).

If any of these conditions exist, students should make an appointment with their counselor. Students have five (5) days from the beginning of each trimester to make a schedule change. After that time, administrative approval is required.

Students are held accountable for the classes in which they forecast. Therefore, requests to change teachers, lunch periods or elective options WILL NOT be honored.

ADVISORY PERIOD

Advisory period meets every Tuesday after first period, for 40 minutes. The Purpose of Advisory is to provide student support and personal development, foster a school climate of respect, provide students with an advocate and/or mentor and to promote a strong sense of community within Hilhi. There are 22-25 students in each Advisory, all from the same grade, who will stay together their freshman and sophomore years.

SPARTAN TIME

Spartan Time is a 40-minute period after first period every Thursday. On the first and third Thursdays of the month student can use Spartan Time to attend meetings of clubs or activities. The second and fourth Thursdays are time for students to use for academic support. During Spartan Time students report to their advisory teacher for roll and then are dismissed by a pass to their club meeting or academic support session.

PARENT CONFERENCES

At these times parents pick up report cards and have an opportunity to meet and conference with teachers. Dates for conferences are:

October 14 and 15, 2010

January 25, 2011

April 26, 2011

HOMEWORK POLICY

Experience shows that student learning is enhanced by practice outside of class. Consequently, homework may be assigned in all courses.

- Students who expect to benefit from their courses must participate in the activities and homework of the class. Assignments and other activities undertaken on the student's own time complement class activities.
- All teachers are encouraged to assign activities and/or materials to be completed outside of class as part of their classes.
- Most classes will involve regular out of class assignments that students should set aside time for on a daily basis.
- Jobs and other student engagements are not acceptable excuses for non-completion of assignments.
- College-bound students should expect to complete 2-3 hours of work, per week, outside of class for every hour of actual class.
- No make-up opportunity will be afforded students who are truant.

MAKE-UP WORK

Whenever a class is missed, it is the student's responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school so that he/she does not fall behind the rest of the class. Students are allowed one more day than the number of days absent to complete their make-up work.

This policy does not apply to tests, exams, or major projects, which were scheduled in advance. In these cases, the teacher's written class guidelines will apply. If extenuating circumstances prevent the student from attending class, the student should contact the teacher the day the assignment is due.

GRADE CHECK

Students may pick up a grade check form in the Assistant Principal's office or Counseling Center and carry it to all classes. To allow for academic support on Thursdays, checks should be completed on Tuesdays. Many teachers maintain web pages for their classes. Check the Hilhi website for links to these pages. If parents have further concerns they should contact individual teachers.

ACADEMIC RECOGNITION

HONOR ROLL

Students who achieve a Grade Point Average (GPA) of 3.50 or higher in a minimum of three graded classes during any 12-week grading period will have their names placed on the honor roll.

HONORS DIPLOMA

The Hilhi 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.

To be an Honors graduate, a senior must:

- Accumulate a GPA of at least 3.5 at the end of the second trimester of grade 12
- Earn a minimum of 26 credits
- Complete at least 6 credits of International Baccalaureate (IB) courses (SL or HL) by the end of Grade 12 (the class of 2011 must have 3 credits of International Baccalaureate coursework by the end of grade 12)
- Complete either a Senior-level Focus Program of Study Capstone Course OR Theory or Knowledge I and II
- Successfully complete 3 years of Math, Science, and Second Language
- Be an active participant in at least one activity (as defined by the IB CAS requirements) and have documented at least 50 CAS hours by the second trimester of grade 12
- Successfully pass state assessments in Math, Reading, Writing, and Science (including work samples)

At the end of grade 10, students will be notified of their eligibility for the Honors program based upon GPA. All courses must be taken for a letter grade, and all coursework must be completed with a "C" or higher.

VALEDICTORIANS AND SALUTATORIANS

The Valedictorian and Salutatorian will be chosen from the Honors Program.

Procedure:

1. At the end of grade 10, students will be notified of their eligibility for the Honors program based upon GPA.
2. Counselors will monitor students throughout the junior and senior years for subsequent eligibility factors.
3. Students will be selected at the end of trimester 11 (winter term of the senior year) based on a 4.0 Cumulative GPA and the completion of the Honor's Program requirements.

CAREER & COUNSELING SERVICES AND RESOURCES

MISSION STATEMENT

In partnership with individuals, families, and the organizations who make up our community, Hillsboro High School is dedicated to providing a comprehensive guidance program that addresses each student's academic, career, and personal/social needs.

ASPIRE CENTER

The Career and Counseling Center at Hilhi is proud to incorporate and offer the ASPIRE program to all of our students. The Access to Student assistance Programs in Reach of Everyone (ASPIRE) is a program of The Oregon Student Assistance Commission (OSAC) and is recognized in statute by the Oregon State Legislature as an official program of the State of Oregon.

ASPIRE utilizes adult volunteers from the community (ASPIRE Advisors) who help high school students through one-on-one mentoring support. Activities include academic preparation, college and scholarship search and application, and career exploration. All students are encouraged to participate.

Persons volunteering to become ASPIRE Advisors meet with students on a regular basis during the school year at the school with staff present. School staff screen (including a criminal background check) and select the volunteers. The Oregon Students Assistance Commission along with the Hilhi ASPIRE Coordinator provide training for the ASPIRE Advisors. If you are interested in becoming an ASPIRE Advisor please contact Hilhi's Career and Counseling center.

Career & Counseling Center at Your Fingertips!

Hilhi's Career & Counseling Website has been developed to provide students and parents with relevant and up-to-date guidance and counseling information. Some of the highlighted features include:

- Career & Counseling Center Staff Contact Information
- Career Guidance Curriculum – Includes Curriculum Information and Calendar
- Direct Links to Career Information System (CIS) and FAFSA
- Scholarship Information
- Popular Links for Post-High School Planning

Locate our web page through the Hilhi Website or directly at

<http://hsd.k12.or.us/hilhi/counseling/>

**see site for more information regarding counseling services and counselor contact info.*

Using the Career Information System (CIS) – your resource for college and career exploration!

Career Cruising is a web-based career exploration and planning tool that students use to explore career and college options and create a comprehensive career portfolio. Features of the program include:

- ❑ **Interest and Skills Assessments**
- ❑ **Detailed Career Profiles** – direct links between careers and high school subjects, as well as links between careers and college programs
- ❑ **Multimedia Interviews**
- ❑ **College and Financial Aid Information** – updated yearly from the Peterson's database, with different search tools to help students find the right college and the right scholarships
- ❑ **Electronic Career Portfolio**
- ❑ **Resume Builder**

Locate CIS at www.careercruising.com

CAREER DEVELOPMENT CREDIT

All of the guidance activities provided by counselors, parent volunteers and advisors are created to benefit each student in his/her academic, career, and personal/social pursuits. This .5 Career Credit is a District required credit and must be completed by every student upon graduation. The following activities will be tracked and credit will be awarded upon completion:

- Career Information System (CIS) Activities
- Job Shadow
- Post-High School Meeting with Parent Volunteer/Counselor
- Resume
- Participation in Advisory Activities

Students must meet District proficiency for the following Oregon requirements:

- Developing and maintaining an Educational Plan & Profile
- Demonstrating Extended Application through a collection of evidence
- Demonstrating Career-Related Knowledge and Skills
- Participating in Career-Related Learning Experiences as outlined in the Educational Plan

Career Center Resources:

- Career Parent and Community Volunteer Program
- Career & Counseling Website
- Career/College Planning Reference Materials & Catalogs
- Military Information
- SAT/ACT/PSAT Information and Sample Tests
- Scholarship and Financial Aid Information
- Job Readiness Materials (Resumes, Interviews, etc.)
- Community Service Opportunities
- Internship/Job Shadow/Informational Interview Opportunities
- Community Resource Information

Counseling Center Resources

- Academic Advising
- Crisis Intervention
- Individual and Group Counseling
- Personal/Family Counseling Resources

ATTENDANCE

One of our principle goals as a school is to help students develop the important habits of responsibility and dependability. We believe it is critical that students be in school daily and attend all classes. Experience demonstrates that parents and the community are supportive of our high expectations. The two critical keys to making our efforts successful are: (1) well-informed and cooperative parents and students; (2) good school-home communication.

ATTENDANCE RESPONSIBILITIES

Parents Should:

- Be informed of school attendance standards and policies.
- Help make it possible for students to be in school daily.
- Know when students are not in school and notify the attendance office by telephone of the reasons.
- Notify the school by phone well in advance of any planned family activities that will result in a student's absence.
- Contact school staff personally any time additional information is needed.

School Should:

- Encourage and reward regular attendance.
- Report chronically absent students to parents and the legal authorities.
- Ensure that all students' attendance is monitored.

Students Should:

- Be well informed of attendance policy and expectations.
- Make every effort to be in class regularly and promptly.
- Make sure parents contact the attendance office by phone when absent.
- Contact teachers regarding make-up responsibilities after returning from an absence.
- Have pre-arranged absence slip properly filled out, returned to the attendance office, and approved by an administrator at least 2 days prior to leaving.

ATTENDANCE REGULATIONS

It is important to understand that Oregon Law charges the school, not the parent with determining what kinds of absence, other than illness or family emergency, should be excused.

Please Note: According to Oregon state law, any student absent from school for **10 consecutive days** must be dropped from school rolls (ORS 339.250, OAR 581-23-006).

Oregon law provides that all persons between the ages of seven and eighteen years, who have not completed the twelfth grade, are required to attend regularly and be enrolled full-time in the appropriate school within the attendance area in which they reside. Applications for exemptions should be made at the school where the student is enrolled. See the attendance section of the Appendix for specific guidelines and policies in the District Standards of Student Conduct (JF/JFA-AR).

Critical areas of the school attendance policy that parents and students need to be fully aware of are:

Excused Absences. An excused absence must meet one of the following criteria:

- Illness of student, quarantine
- Illness of immediate family member
- Emergencies, such as death, accident, medical or injury
- Religious observance
- Pre-arranged absence

- Legal or court appointment
- Suspension

Unexcused Absences. Unexcused absences are given for any absence other than those listed above. Some examples are car problems, oversleeping, working a job, job interviews, and tardiness in excess of ten minutes.

Absentee Excuses. Parents are asked to make *telephone contact* when a student is absent or needs to be excused for an appointment, etc.; notes will **not** be accepted (**call 844-1990**). After school hours, an answering machine is available to take messages. If possible, phone calls should be made the day or night before the student is absent and include the reason for absence. If this is not possible, calls should be made the **morning** of the absence so teachers can be notified that the student is excused.

An additional telephone call is necessary for every day the student is absent, unless a pre-arranged absence has been made in advance. Absences not verified by a parent phone call become unexcused absences after 48 hours. Unexcused absences will result in a grade of zero for assignments or activities due or missed on the day(s) absent.

Pre-arranged Absences. Absences for reasons other than illness or family emergency, which are known about in advance, should be arranged by parents well before the planned absence. A pre-arranged absence may include: family trips, hunting/fishing, school-approved trips/activities such as Outdoor School and athletic events, medical appointments.

Please abide by the following guidelines:

- Parents **must** call the attendance office to approve the pre-arranged absence. The student must pick up the form in the attendance office and have it signed by each teacher. The form must be completed and returned to the attendance office prior to the absence.
- A student may have only 5 days of pre-arranged absences per trimester and only to students with 5 or fewer absences per trimester who are passing all classes. Students will not be excused during the final examination week of a trimester except when a legitimate emergency exists.
- A pre-arranged absence will be issued only to those students who have seven or less absences in a trimester and are passing all classes.
- In some instances, the class material to be covered during the absence cannot be made up; e.g., class discussions, films, and lectures. The teacher may choose to give an alternate assignment.
- Students will be expected to complete all assigned work prior to returning to school unless special arrangements are made with the teacher. All tests will be made up immediately upon return.

Make-up Work. Students who are ill and out of school for more than one day should make arrangements for assignments by calling the attendance office. Make up work takes 24 hours to arrange. Students are allowed one day more than the number of days absent to complete and hand in any assigned make-up work. Exams and long-range assignments which students have been notified of in advance must be taken or turned in immediately upon return.

Medical/Dental Appointments. Students are encouraged to schedule medical and dental appointments at times other than regularly scheduled class time. When it is necessary to keep an appointment during school hours, parents should call the attendance office in advance and the student must pick up an appointment slip, at the attendance office prior to leaving school. Independent Students need to have this slip signed by the doctor or dentist and returned to school.

Leaving or Returning to School. School board policy requires that student's 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.

Tuancy. According to the Hillsboro School District code of conduct, truancy is defined as absence from school or class without permission. Any unexcused absence not verified by a parent/guardian or staff member within 48 hours will be considered truancy. A truancy will result in disciplinary consequences.

Tardies. Tardies are a disruption to the education climate in classes. A parent contact will be made after the teacher submits a referral to an administrator. Students who violate the individual teacher's tardy policy are subject to disciplinary action, including:

- First and second tardy – warning from teacher
- Third tardy– Teacher contacts parent or guardian and possible in-school discipline
- Fourth tardy – Administrative Referral

Participation Eligibility. Students absent from school for more than half of their class load are not allowed to participate in or attend any school-sponsored activity on the day of the absence, including athletic practice. A student who receives any unexcused absence during a school day is similarly excluded from any activity for that day.

Senior Skip Day

Board policy prohibits any "skip day" for the following reasons:

- It violates state attendance laws
- Fatal accidents have occurred in the past when students organized a "skip day"
- Critical classroom experiences are missed

Students involved in violating this Board Policy will be considered unexcused, with no opportunity for "make-up." The truancy policy will also apply.

POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORT

Students at Hillsboro High School are expected to exhibit the elements of consistent exemplary student behavior. These characteristics are contained in Hilhi's statement of Spartan P.R.I.D.E.

SPARTAN P.R.I.D.E.

It is our mission to develop a positive Hilhi culture and learning environment in which students feel safe, respected, and connected to the school community. Spartan P.R.I.D.E. will be incorporated into every program and will be articulated, taught and reinforced by staff, administration and parents.

- We show **P**ersistence by staying positive, continuing to try, and learning from our mistakes.
- We demonstrate **R**espect by treating others the way we would want to be treated and by caring for the Hilhi community and ourselves.
- We display **I**ntegrity when we are honest, set good examples that make others proud, do our own work, and always stand up for what is right.
- We embrace **D**iversity as we recognize, understand, and value the differences in ourselves and others.
- We exhibit **E**ffort when we do our personal best, strive to improve, lead by example, and ask for help when needed.

FOOD AND DRINK

Food is **only** allowed in the classrooms with teacher permission.

ELECTRONIC DEVICES

Hilhi discourages students from bringing personal electronic devices to school (such as iPods, MP3 Players, hand-held games, etc.). Unfortunately, many stolen items are not recovered and the student has to suffer a loss.

If students must bring a cell phone to school, we suggest that they only use it before and after school, or during lunch break. At all other times, cell phones must be **“off and away”**.

STUDENT MESSAGES

We need the cooperation of both students and parents in minimizing interruptions to students during the school day. Only **emergency** messages will be delivered during class time. Requests must be made by parents or guardians by contacting the attendance office at 503-844-1990.

STUDENT SUPERVISION

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

- All PARKING LOTS (except with pass from the attendance office)
- Behind the following buildings: Math/Science, Language Arts, Tech Ed, Wood Shop, and Creative Arts
- CA Building courtyard between CA and TE building
- LOCKER AREAS during class time
- Hallways are off limits when classes are in session or during lunch periods. Remember there is to be no food or drink in classrooms, hallways, library, or auditorium
- Athletic and PE fields and dugouts

ASSEMBLIES

All assemblies are optional (a study hall is provided for those wishing to not attend). Some are formal assemblies and some are pep assemblies. There will usually be a special bell schedule on assembly days. All students should either attend the assembly or report to study hall. Closed campus rules remain and students may not leave campus without having checked out in the attendance office.

ASSEMBLY BEHAVIOR

- Be seated promptly, keep painted aisles open.
- Be courteous to fellow classmates, teachers and guests.
- Stop talking the moment someone appears at the microphone.
- Talking, whispering or attracting attention is unacceptable.
- Booing, whistling and shouting is unacceptable.
- Remain seated until dismissed.
- Show respect to the assembly presenters.

PDA (Public Display of Affection)

School is NOT the place for long embraces or kisses. Couples may hold hands and put their arm around each other's waist. Respect each other and those around you. Use common sense.

DAILY ANNOUNCEMENTS

- Forms to have an announcement read are available in the main office. Fill out the form, write the message, have your club or activity advisor sign it, and return it to the main office. An assistant principal or activities director will read all announcements, edit, and approve them.
- Announcements must be turned in by noon the previous day in order to be published.

SCHOOL DANCES

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

- A valid Hillsboro Student Body Card must be shown to gain admittance to all dances.
- Students may bring one guest if a guest pass is turned in and approved in the activities office prior to the dance.
- Students who leave the dance will not be readmitted.
- All school rules are enforced at dances.

FINES

- Fees not paid at the middle school level will follow the student to high school.
- All fines/assessments must be paid prior to or at the time of registration.
- All fines/assessments must be paid prior to graduation.

PARKING/STUDENT TRAFFIC

All motor driven vehicles must be registered with the main office. The parking sticker must be placed on the backside of the rear view mirror. Parking stickers are \$30 for the first and \$1 for each additional sticker.

Students must provide a valid driver's license, proof of liability insurance, and policy number at the time a sticker is purchased and the **parking request form** must be filled out completely before a sticker is issued. Parking stickers are non transferable. Doing so will result in a parking lot violation.

Parking is on a first-come, first-served basis. Student parking is in the east lot and the parking lot in front of the gym excluding visitors' spaces and the fire lane. Students are not to park in the visitor or faculty lot, during school hours.

The areas directly in front of the gym and behind the gym, behind the math/science building, in front of the bus ramp, and alongside the language arts building are not for student use.

The PARKING LOT IS OFF LIMITS. 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 the above policy.

- Good judgment and courtesy should prevail at all times when operating your vehicle on campus and in neighborhoods surrounding the school.
- The speed limit is 10 mph.
- The school and district are not responsible for damage or theft involving cars on campus.

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

PARENT INVOLVEMENT OPPORTUNITIES

SITE COUNCIL

The 21st Century Site Council's purpose is to assist the school community in continuous school improvement. The council sets school improvement goals and determines professional development needs. The School Site Council is made up of parents, teachers, classified personnel, students and one building administrator. Meetings are open to anyone who would like to attend.

ADULT VOLUNTEERS

When schools and the community work together for the common goal of school improvement, students benefit. There are many ways that parents and other community members can help

improve Hilhi by volunteering at school or helping with activities. Community members tutor students, assist in offices, landscape the campus, aid teachers with research or materials preparation, work in concession stands, transport students to activities and field trips, sew costumes, plan and carry out recognition events, make phone calls, translate for students and staff, and speak on special topics to classes. (Please see Volunteer Requirements/Procedures in the District section of this handbook). If you have any of these special talents or others that would benefit Hillsboro High School, contact Marla Lyle, volunteer coordinator at 503-844-1980, ext. 3739.

PARENT COUNCIL

Involved parents are the key to making Hilhi a dynamic and excellent school. At Hilhi, the Parent Council provides a forum that serves as a key communication link between parents and school staff. This is an opportunity for parents to provide feedback to Hilhi on issues relating to our students and to hear updates from staff on Hilhi happenings. Parent Council meetings are held in the evenings on a monthly basis.

PADRES HISPANOS

Padres Hispanos meetings are held in the evening twice each trimester to improve communication between Hilhi and Spanish speaking parents. Topics for each meeting include upcoming school events, items suggested by the parents who attend the meeting, as well as student presentations. See the school calendar in the back of this handbook for meeting dates.

STUDENT SERVICES

TEXTBOOKS

The District does not charge students a rental fee for use of textbooks. However, students are responsible for textbooks checked out to them and are expected to exercise care in the treatment of the books. Please be aware of the following guidelines regarding textbooks:

- Students must turn in the same book(s) they checked out from their teacher or library.
- Bar-coded books should be returned to the Bookroom off the Commons (or the Library/Media Center). Non-bar-coded books should be returned to the same teacher who checked out the books.
- Students should check all books carefully when they are issued. Be sure existing damage is noted. Students may be held responsible for that damage if it is not noted.
- Students are required to pay for lost or damaged books, which will be inspected when they are returned. Charges will be based on the replacement cost of the lost or damaged book. Books left in lockers, halls, cafeteria or wrong classrooms will be considered lost books, and replacement fees may be assessed.
- Diplomas will not be given to seniors with outstanding balances. All fees must be paid and all textbooks and library resources returned prior to walking in graduation.

LIBRARY/MEDIA CENTER

Located in the center of campus, the Library/Media Center is open for students needing a *quiet* place to study between 8:00 a.m. and 3:45 p.m. There are two library assistants available to aid students.

The Library/Media Center collection provides books, periodicals and electronic resources to support all areas of the curriculum.

The computer network provides access to the Internet, library catalogs, and to various other online services. Internet access is available to students with proper permissions.

Books are circulated for three weeks, magazines for one week, and reference materials for overnight only. Fines of .25 cents per day are charged for overdue materials and reference

materials at .25 cents per **HOURLY**. Students will be charged for any materials they damage or do not return.

There is a coin-op copy machine available in the library for student use.

Student ID cards must be presented to check out ANY materials or to use library computers.

No Back Packs are allowed inside the Library/ Media Center, but must be stored in the areas provided. Purses, wallets, electronic devices and other valuables should **NOT** be left in these untended backpacks.

No Food, Drink, Candy, or Gum are allowed in the Library/Media Center. **All** electronic devices, including cell phones, CD players, iPods, MP3 players, etc. do not belong in the library.

TELEPHONE CALLS

Calls should be made before or after school, or during lunch, never during a class period or during passing time. Discretion and common courtesy should be used when using the phone. A phone is available in the main office for emergency calls only.

TECHNOLOGY AND THE INTERNET

Hilhi has vast technological resources and it is our mission to educate all students to be technologically literate. Students have access to computers, scanners 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 World Wide Web will require parent permission and a student contract.

- The Network User Agreement 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.
- The school may revoke the student's right to use the network if the account is used for inappropriate purposes.
- Students must show the student I.D. card to use computers.

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:

- Care of emergency illnesses and accidents occurring at school is handled by the health assistant. **THE HEALTH ASSISTANT IS NOT A NURSE.** 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.
- Parents or guardians are responsible for 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.
- **STUDENTS SHOULD REPORT TO CLASS** and obtain a pass before reporting to the health office except in cases of extreme emergency.
- The health office will not retain or dispense medication without having on file the parent and physician medication statement form filled out and placed with the medication. It is suggested that only medication needed over a long period of time be placed in the health office. See the District's Mission and Education Goals included in this handbook for more information.

LOCKERS

Students may request a locker during fall registration, or later through the Assistant Principals' Office. It is the student's responsibility to notify the office if his/her locker is defective or damaged. ***Lockers are the property of the school district and school authorities have the right and obligation to check lockers when there is reason to believe they may contain items, which threaten student safety or welfare.***

- Students may be charged for damage to locks or lockers.
- Locker combinations will be given only to the student assigned to that locker.
- Under no circumstances should lockers, or locker combinations be shared by students, and any theft and/or loss of property that may result is not the responsibility of the school.

In the interest of security, lockers are to be used only during passing time and during lunch. Unauthorized entry, or tampering with another student's locker, may result in suspension from school.

ACTIVITIES/ATHLETIC PROGRAM

Participating in school-approved athletics is a privilege that involves certain additional responsibilities. All student athletes are expected to conform to the following regulations:

MEDICAL

Athletes must pass an athletic medical examination before competing as a 9th and 11th grader or when first entering the athletic program.

INSURANCE

Students who take part in the athletic program need some form of insurance. The school district makes available a student insurance program through an independent insurance carrier. This is not required: it is a matter for each family to decide. Copies of a brochure describing the program are mailed to parents. This policy provides limited coverage for confirmed school-related accidents. It also is important for students and parents to understand that the school does not provide accidental injury insurance for students.

ACTIVITY CONFLICTS

Although students involved in activities and sports must dedicate many hours to a team, their first responsibility is the academic program. If a student must participate in an activity that is part of a class, the class activity takes precedence over the extra-curricular event. Jobs and non-school related activities may not conflict with practices, games or performances.

TRAVEL

All students are required to travel to and from all athletic contests in school-approved vehicles. Deviations from the above require prior approval by the coach, A.D., or Principal.

ACADEMIC/BEHAVIORAL STANDARDS

Athletic and activity participants must meet OSAA and District standards. Refer to the Standards of Student Conduct for current standards.

CONDUCT

- Athletes will conduct themselves in a manner, which brings credit to themselves, their team and their school.
- Athletes will abide by published training standards, which prohibit the use of alcohol, tobacco (any form), and narcotics.
- Athletes will dress and appear as stipulated by the coach of each sport.
- Athletes will abide by published expectations distributed by each coach.

SPORTSMANSHIP

The student and spectators should:

- Realize that they represent the school, as does the athlete.
- Always conduct themselves in a sportsmanlike manner.
- Accept decisions of officials without question.
- Insist that visiting teams and visitors receive the utmost courtesy while in town and on school property.
- Acquaint elementary pupils and others in the community with the ideals of good sportsmanship.

NW OREGON CONFERENCE FAN CODE OF CONDUCT

Northwest Oregon Conference fans will strive to fulfill their role as fans by:

- Providing positive support to their team and outstanding performances.
- Never being abusive with language or action toward any player, official, team, or fellow fan.
- Never interrupting the play or endangering others by throwing an object.
- Realizing that the officials assigned are trained neutral people trying to do the best job possible of enforcing the rules of the game.
- Realizing that the main purpose of the contest is the play of the game and the fan's role is one of support.
- The NWOC will follow the OSAA regulations referring to signs, banners, and wearing proper attire, including shirts.
- Abiding by the conference rule, which prohibits artificial noisemakers at contests.

EQUIPMENT/CLOTHING

All athletic clothing/equipment is the property of the school district. Athletic clothing is to be worn only when directed by the coach. The following paragraphs are from the Oregon School Activities Association Constitution. This organization controls all inter-scholastic athletic contests in the State of Oregon.

Article V—Section 3

- “Any school whose students, supporters, rooters, or partisans take part in riots, fights, pilfering, painting, or any unsportsmanlike conduct shall be subject to fine and/or suspension.”
- “Reinstatement in the Association after the above penalty may be made by the Delegate Assembly or the Board of Control only after satisfactory restitution.”

FUND-RAISING

Student fund-raising activities shall be approved by the Activities Director and the Principal and shall be for the purpose of maintaining or adding to the educational function of the activity. All outside school fund-raising shall be approved by the superintendent, who shall insure Districtwide coordination. All monies raised by school activities shall be processed through the proper books of the district.

CLUBS AND ORGANIZATIONS

At Hilhi we value student participation in extracurricular activities. Currently, there are over 50 clubs offered for students to come together to discuss common interests and build leadership skills. There will be an opportunity in the fall for interested students to sign up for club participation. New clubs and school-related organizations that represent the common interests of a group of students and a faculty advisor may form under the following procedures:

- At least 10 students and an advisor must indicate their willingness to participate.

- A constitution must be written following a prescribed outline available in the activities 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.
- A proposed budget showing anticipated revenues and expenditures must be submitted, along with an indication of the fundraising activities that will take place. All fund raising activities require approval of the Student Executive Committee and Activities Director.
- Clubs will be chartered by the Hilhi Executive Board, 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 are carefully kept and submitted to the Activities Director.

STUDENT BODY CARDS

All students will be issued a student body card. This is required to check out materials from the Library, to use a computer on campus and to pick up yearbooks. **All students must have ID pictures taken at registration or upon enrollment.** Students who have lost their cards may obtain replacement cards in the main office at a cost of \$5. **Students must carry their ID card on campus, at school-sponsored events, and must present the ID to district or building staff members upon request.**

ASB STICKERS

The Student Council strongly urges all students to purchase an ASB sticker. These dues provide operating funds for the extra-curricular activities of the school from which all students benefit. Assemblies, athletics, school publications, and school dances are a few of the activities that are financed by these funds. Students who buy an ASB sticker are entitled to admission to home athletic contests as well as reduced admission rates to drama productions and school dances. Athletes and students involved in activities are **required** to purchase an ASB sticker.

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 programs for middle and high school students. The following feeder systems include:

<p style="text-align: center;"><u>Brown / Century</u> Patti Book, Executive Director Office for School Performance 503-844-1500</p> <p>R. A. Brown Middle School <i>Don Brown, Principal</i> 503-844-1070</p> <p>Century High School <i>Ted Zehr, Principal</i> 503-844-1800</p> <p>Butternut Creek Elementary <i>Enedelia Schofield</i> 503-844-1390</p> <p>Imlay Elementary <i>Kona Williams, Principal</i> 503-844-1090</p> <p>Indian Hills Elementary <i>Bruce Bourget, Principal</i> 503-844-1350</p> <p>Ladd Acres Elementary <i>David Cox, Principal</i> 503-844-1300</p> <p>Reedville Elementary <i>Virginia Baez, Principal</i> 503-844-1570</p> <p>Tobias Elementary <i>Steve Callaway, Principal</i> 503-844-1310</p>	<p style="text-align: center;"><u>South Meadows / Hilhi</u> Dawn Montgomery, Executive Director Office for School Performance 503-844-1500</p> <p>South Meadows Middle School <i>Arturo Lomeli, Principal</i> 503-844-1980</p> <p>Hillsboro High School <i>Matthew Smith, Principal</i> 503-844-1980</p> <p>Miller Education High School <i>Stan Esselstrom, Principal</i> 503-844-1240</p> <p>Brookwood Elementary <i>Molly Siebert, Principal</i> 503-844-1715</p> <p>Farmington View Elementary <i>William Tracy, Principal</i> 503-844-1735</p> <p>Groner Elementary <i>Christie Petersen, Principal</i> 503-844-1600</p> <p>Minter Bridge Elementary <i>Dayle Spitzer, Principal</i> 503-844-1650</p> <p>Rosedale Elementary <i>Greg Zinn, Principal</i> 503-844-1200</p> <p>W. L. Henry Elementary <i>Travis Reiman, Principal</i> 503-844-1690</p> <p>Witch Hazel Elementary <i>Kari Woyak, Principal</i> 503-844-1610</p>
<p style="text-align: center;"><u>Evergreen / Glencoe</u> Dave Parker, Executive Director Office for School Performance 503-844-1500</p> <p>Evergreen Middle School <i>Ruben Degollado, Principal</i> 503-844-1400</p> <p>Glencoe High School <i>Carol Loughner, Principal</i> 503-844-1900</p> <p>Free Orchards Elementary <i>Patti Wiemer, Principal</i> 503-844-1140</p> <p>Jackson Elementary <i>Jon Pede, Principal</i> 503-844-1670</p> <p>Lincoln Street Elementary <i>Toni Crummett, Principal</i> 503-844-1160</p> <p>North Plains Elementary <i>Craig Harlow, Principal</i> 503-844-1630</p> <p>Paul L. Patterson Elementary <i>TBA, Principal</i> 503-844-1380</p> <p>W. V. McKinney Elementary <i>Celia Murray, Principal</i> 503-844-1660</p>	<p style="text-align: center;"><u>Poynter / Liberty</u> Kathi Robinson, Executive Director Office for School Performance 503-844-1500</p> <p>Poynter Middle School <i>Greg Timmons, Principal</i> 503-844-1580</p> <p>Liberty High School <i>Gregg O'Mara, Principal</i> 503-844-1250</p> <p>Eastwood Elementary <i>Monique Monahan, Principal</i> 503-844-1725</p> <p>Lenox Elementary <i>John Matsuo, Principal</i> 503-844-1360</p> <p>Mooberry Elementary <i>Linda Bishop, Principal</i> 503-844-1640</p> <p>Orenco Elementary <i>Tim Bishop, Principal</i> 503-844-1370</p> <p>Quatama Elementary <i>Janis Hill, Principal</i> 503-844-1180</p> <p>West Union Elementary <i>Grant Corliss, Principal</i> 503-844-1620</p>

ADDITIONAL EDUCATION OPPORTUNITIES

In order to provide innovative and flexible ways of educating children, HSD 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 PCC and other state colleges and universities courses. 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.

In compliance with Oregon Laws (ORS 336-615-336.675, ORS 339.250, and OAR 581-022-1350) the Hillsboro School District provides programs of alternative education for students. 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 to 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 will in all cases be subject to 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. Pass all subjects or receive a 2.0 GPA on the previous grading period (quarter, semester, trimester).

Participants in athletic/activity programs not meeting standard 1 above are, by OSAA regulation, ineligible for the term. They may not participate or represent the school until semester/trimester grades provide for 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 principal. The principal'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 standard 2 above, or *incoming freshmen with 8th grade transcripts not satisfying either standard 1 or 2 shall be allowed to practice but

lose the privilege of representing their school until they demonstrate a positive report at 4½ weeks.

Process for getting cleared to participate:

1. Parent participation form
2. Physical exam form
3. Check grades for previous semester/trimester

Eligibility Requirements

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

1. The participant must meet OSAA and HSD 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:

District Office	Casey Waletich	503-844-1500
Century High	Kris Welch	503-844-6500
Glencoe High	Scott Ellis	503-844-1900
Hillsboro High	Steve Drake	503-844-1980
Liberty High	Sandy Luu	503-844-1250

BALANCED GRADING

Newly adopted Policy IK: Student Evaluation (Academic Achievement) addresses systems of assessment and reporting of student achievement throughout the District, and affirms the position that "...the purpose of grading and reporting is to communicate to students, parents/guardians, and educators an accurate reflection of what a student knows, understands, and can do as measured by Oregon State and District curriculum standards/learning goals." One of the three main action steps outlined in the policy is that the District will ensure grade calculations are accurate and consistent, and that grades provide meaningful information that is supportive to the ultimate goal of student achievement.

This focus on accurate and consistent—or 'balanced'—grading will be a change students and parents will see at all middle and high schools. Balanced grading is a method for ensuring that our grading practices are not only fairer, but also more accurate. The goal is to ensure not that all teachers use the exact same grading scale, but that the ones they do use are 'balanced' in nature—meaning the range between each of the grades is equidistant. Students can still receive a 'zero', 'zero-equivalent' or 'F' with a balanced grading scale, however those scores will

not unfairly skew the student's overall grade. Specific information on individual teachers' grading scales will be included with each secondary course syllabus handed out at the beginning of the course.

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 the above 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 a 3.4 GPA and 16 units of college preparatory credit: 4 English, 3 Mathematics, 3 Science, 3 Social Science, 2 Second Language, plus one additional academic credit. In addition, a "C" or better is required in every academic requirement for a total of 26 required credits.

HSD Chancellor's Diploma Requirements	
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*
7.5	Electives Including .5 Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
26	TOTAL CREDITS "C" or better in every academic credit requirement* Cumulative GPA of 3.4 *16 academic credit requirements plus 2 additional academic credits Add proficiency in Essential Skills starting with the Class of 2012

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 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.

Class of 2011 HSD Standard Diploma Requirements	
4.0	Language Arts
3.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts, Second Language, Career and/or Technical Education
3.0	Social Sciences
8.5	Electives Including .5 Senior Seminar (required for students not enrolled in a senior level Focused Program of Study)
.5	Career Development
24.0	TOTAL CREDITS

Class of 2012, 2013 HSD Standard Diploma Requirements	
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
5.5	Electives Including .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: - Read and comprehend a variety of text at different levels of difficulty - Write clearly and accurately (2013)
24.0	TOTAL CREDITS

Class of 2014 HSD Standard Diploma Requirements	
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
5.5	Electives Including .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"> - Read and comprehend a variety of text at different levels of difficulty - Write clearly and accurately - Apply mathematics in a variety of settings
24.0	TOTAL CREDITS

Modified Diploma

Passage of HB 2848 requires a Modified Diploma will be awarded only to students who have demonstrated difficulty meeting the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations or have a documented history of a medical condition that creates a barrier to achievement. In addition to the credit requirements, a student must demonstrate proficiency in the essential skills with reasonable modifications and accommodations. The essential skills requirement applies to students who receive a high school diploma on or after September 1, 2011. Students completing the modified diploma may qualify for entrance to colleges, community colleges, military and trade schools.

Class of 2011 HSD Modified Diploma Requirements	
4.0	Language Arts
2.0	Math
0	Science
1.0	PE
1.0	Health
1.0	The Arts, Second Language, Career and/or Technical Education
1.0	Social Sciences
11.5	Electives Including .5 Senior Seminar with modifications (required for students not enrolled in a senior level Focused Program of Study)
2.5	Career Development
24.0	TOTAL CREDITS

Class of 2012 and beyond HSD Modified Diploma Requirements	
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
8.5	Electives Including .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"> - Read and comprehend a variety of text at different levels of difficulty - Write clearly and accurately (2013) - Apply mathematics in a variety of settings (2014)
24.0	TOTAL CREDITS

Extended Diploma

An Extended Diploma will be awarded only to students who have demonstrated difficulty meeting the full set of academic content standards for a diploma while receiving modifications and accommodations. Students receiving an extended diploma may have varying educational opportunities after graduation to help meet IEP goals and objectives through age 21.

Extended Diploma	
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
12.0	TOTAL CREDITS <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 if the students meet minimum credit requirements established by the District. Alternative certificates will be awarded based on individual student needs and achievement. Students receiving an alternative certificate may have varying educational opportunities after graduation.

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 an 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.

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.

In the event of ice or snow, the District may use modified routes or bus stops especially in the higher elevations. Parents and students will be notified by phone if their bus stop location or route is affected by inclement weather.

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.

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 Student Activity and Miscellaneous Fees 2010-11

DESCRIPTION	FEE	
	Semester Schools	Trimester Schools
7th Grade:		
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	
8th Grade Elective:		
Art	\$15 / semester	\$10 / trimester
Computers	\$5 / semester	\$6 / trimester
Technology	\$15 / semester	\$10 / trimester
Teen Survival	\$15 / semester	
Towel Fee (required for 8 th grade 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
STUDENT CLASS AND MISCELLANEOUS FEES 2010-11**

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"> • Advanced Technology • Auto • Digital Technology • Drafting • Foods • Horticultural • Welding • Wood 	\$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
	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
ASB	\$20.00	\$20.00	\$20.00	\$20.00
Athletic Participation*	\$175.00	\$175.00	\$175.00	\$175.00
Lock Rental	\$5.00 (one time)	\$5.00 (one time)	N/A	\$5.00 (one time)
Parking Permit	\$30.00 per year	\$30.00 per year	\$30.00 per year	\$30.00 per year
Planner	\$5.00	\$5.00	\$5.00	\$5.00
Printing Paper Fee	10.00	10.00	10.00	10.00
Towel Fee	4.00	4.00	4.00	4.00
Yearbook	\$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 1J School Board of Education 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

GIFTS

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

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 individual may choose not to divulge an HIV+ or AIDS condition. If the staff member or student (parent/guardian) wishes to divulge information and continues working or attending school, the District shall meet with the person or representative to develop a written procedure outlining the information to be given, the spokesperson, and the method. The procedures will be approved and signed by the infected party or representative.

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

A Child entering <u>Preschool, Child Care, or Head Start</u> 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 child entering <u>Kindergarten 1st or 2nd Grade</u> 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 <u>Grades 3-6 or Grades 10-12</u> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B
A student entering <u>Grades 7-9</u> 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, allergies, insect sting allergies, and hypoglycemia*. Guidelines for treating emergency symptoms 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 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.

MEALS

School breakfast and lunch prices for the 2010-11 school year will be as follows:

Elementary	
Breakfast	\$1.25
Lunch	\$2.00
Milk/Juice	\$0.50
5 Lunches	\$10.00
20 Lunches	\$40.00
Secondary	
Breakfast	\$1.50
Lunch	\$2.50
Milk/Juice	\$0.50
5 Lunches	\$12.50
20 Lunches	\$50.00
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

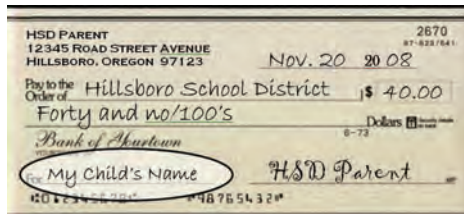
Elementary Schools

The District uses an electronic tracking program called Touch-N-Serve. Money for meals is deposited into student accounts each morning at breakfast. Students' access funds at breakfast using a student identification card kept in the school cafeteria. Students touch their picture for lunch or milk service. Parents wishing to visit their students at lunchtime are able to purchase meals at an adult rate. Check with the school office regarding procedures for purchasing an adult lunch.

Money for meals may be deposited with the cafeteria manager or online at www.myschoolbucks.com. Parents may access students' meal participation by creating an account through myschoolbucks or by requesting an individual student report from the cafeteria manager.

Here are a few tips for having the system work best for you and your student(s):

- 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).



The cashier verbally reminds students when their account is getting low. Accounts that are low will receive an automated phone call as a reminder when your child(rens) account needs money.

Elementary children may charge up to one week's worth of meals. In the event that your child can no longer charge meals, an emergency meal will be provided at no cost until the account is brought back to a positive balance. An emergency meal consists of a cheese stick, selections from the salad bar and a white milk.

Middle and High Schools

Students are offered a wide variety of lunch choices. The District uses an electronic meal tracking program, scanning student I.D. cards or keying in student I.D. numbers. Lunch money may be deposited with the cafeteria at any time or payments can be made online at www.myschoolbucks.com. There is a no meal charging 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 and reduced-price meal program is mailed home prior to the start of the school year. Current year applications are available in the school's main office and on the District website. The **completed** application must be mailed to the Nutrition Services Applications Department, 3083 NE 49th Pl., #208, Hillsboro, OR 97124, or filled out on line through our 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, awards received, the most recent previous educational agency or institution attended, and such other categories of information as the Superintendent shall designate under the authority of and in conformance with law and District policy.

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, etc.)

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.

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 Assistant Superintendent Gustavo Balderas. Complaints should be addressed to Mr. Balderas at 3083 NE 49th 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.

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.

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. The survey is administered in January or February each year. Parents may contact Beth Graser, Coordinator of Communications, with any questions at 503-844-1500 or graserbe@hsd.k12.or.us.

RESIDENCY AND STUDENT TRANSFER REQUIREMENTS

Residency Requirements

District policy requires that to attend school in our District, students' parents or legal guardians must reside within the district. All exceptions to this policy must be approved by the superintendent/designee. 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.

It is also expected that students attend the school within the district that serves the attendance area in which their parent or legal guardian lives. Again, requests for exceptions due to hardship circumstances must be initiated by the parent or legal guardian, and require District approval. Questions regarding residency requirements should be referred to a building principal or the District office.

In-District Transfers

School attendance areas are designated for every residence located within the District's boundaries. Students are assigned to schools based on the attendance area in which their parent(s) and/or legal guardian resides. The attendance areas are established with the premise that the assigned schools provide equal educational opportunities for students in the communities they serve.

The District acknowledges that unique circumstances may at times result in a request from a parent or guardian that a child be considered for enrollment in a school outside of their designated attendance area. The availability of space, appropriateness of program, and review of educational and behavioral records may be considered in rendering a decision regarding a request for a change in attendance.

All change in attendance status requests will be reviewed based upon criteria which may include:

1. The resident Title I school is identified as needing improvement, corrective action, or restructuring under No Child Left Behind (NCLB);
2. The resident school is identified as persistently dangerous under NCLB;
3. The student is a victim of a violent criminal offense in or on the resident school grounds.
4. Continuing enrollment in the student's current school for the remainder of the school year, given a change of the parent/guardian official residence (not needed after April 15);
5. Significant family and/or student circumstance of an educational, medical, financial, or personal nature which would be relieved by a change in attendance status;
6. Sibling of a transfer student;
7. A change in the parent/guardian's official residence within the District after completion of a student's fifth, seventh, or eleventh year in school;
8. A request to enroll a student in a school prior to the parent/guardian moving into that school's attendance area.

In competitive activities which are governed by the Oregon School Activities Association (OSAA), eligibility will be determined by a review based on OSAA standards. The District will not transfer students based on athletic/activity consideration.

An approved change in attendance status may be granted for one year only.

It is the expectation that students approved for a transfer maintain good attendance, academic achievement, and appropriate behavior at their "requested school." The principal retains the right to revoke the transfer at their discretion if any of these expectations are not being met.

Miscellaneous General Provisions for All Transfers

1. Students who wish to return to their home school or to transfer to a different District school must reapply in accordance with established request procedures.
2. Students granted permission to attend a District school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, consistent with applicable OSAA rules.
3. Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.
4. Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting a transfer to until the transfer is approved.
5. Recruitment of students by District employees is strictly prohibited.
6. Students whose place of residence changes during the school year must notify the District. Students may be required to attend the school of their new attendance area the following year, consistent with NCLB requirements, unless application is made for transfer.

Routine Transfer Request

When requesting a transfer, a parent or guardian will:

1. Review transfer guidelines, procedures and deadlines;
2. Complete the "In-District Transfer Request" form, attaching a letter citing the specific reasons the transfer is being requested;
3. Submit the form and letter to the District office within the identified timeframe. See District website or call the Communications Department for the current schedule, or for any other questions related to transfers.

Note: Special programs staff will consider appropriate placement for students on Individualized Education Plans (IEPs).

The District office will:

1. Compile and organize all transfer applications;
2. Enter basic transfer request information into a database and share it with principals;
3. Deliver full transfer packets to principals for review at an all-principals meeting.

The home school principal will:

1. Review the materials;
2. Confer with the receiving principal;
3. Make a joint recommendation to approve or deny the request with the receiving principal (and after approval by Special Programs if needed).

The District office will then:

1. Collect the transfer packets;
2. Update the database with transfer decisions;
3. Notify parent(s)/guardian(s) by mail.

Parents will assume all transportation responsibilities for the period of time covered by this request.

Boundary Change Transfer Request

The District may periodically adjust school attendance assignments for reasons that may include: balancing enrollment among schools, accommodating new schools, planning for future growth, or for other reasons such as safety or transportation-related circumstances.

Following a District or school boundary adjustment, the District may establish specific criteria and procedures for transfer requests that differ from the "routine" procedures. All requests will be evaluated based on the potential impact to the "new" attendance assignments. In the

majority of circumstances, requests that have the potential to adversely affect the “boundary adjustment” will not be approved, unless otherwise specified by the District.

No Child Left Behind Act Provisions

1. Public School Choice Transfer Requests

In the event a District school receiving Title I funds has been identified as in need of improvement, corrective action, or restructuring, and there is another school in the District the student may transfer to, such transfers to meet the public school choice requirements of NCLB will be provided, subject to the following:

- a. The District will provide notification to parents of a student attending a school receiving Title I funds of a student’s right to transfer. The notification will:
 - i. Be provided in writing prior to the beginning of the school year, (at least two weeks before first day of school, and at the end of first trimester/semester) in a comprehensive, easy-to-understand format and, to the extent practicable, in a language parents can understand;
 - ii. Inform parents that their student is eligible to attend another public school in the District due to their home school’s AYP designation;
 - iii. Identify each public or charter school in the District that the parent may select from. A minimum of two choices is required;
 - iv. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school’s academic report card.
- b. The transfer will be to a District school that is making adequate yearly progress and has not been identified as in need of improvement, corrective action, or restructuring;
- c. Priority will be given to the lowest achieving, disadvantaged students¹, as required by law. Students will be placed in one of two option schools, based on date of request;
- d. In implementing its public school choice responsibilities under NCLB, the District shall not be required to:
 - i. Make alterations in the structure, arrangement, or function of a requested school or rooms within a requested school;
 - ii. Establish and offer any particular program in a requested school if such program is not currently offered in the school;
 - iii. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.
- e. Requests to transfer must be in writing (standard mail, fax, or e-mail) and submitted to the school office in accordance with timelines established by the District. The District will confirm requests. Parents may decline the assigned school;
- f. Approved transfers will be made by the District in a timely manner to ensure parents have ample information, time, and opportunity to take advantage of the option to choose a different public school for their student while also providing the school with appropriate planning time;
- g. Transportation will be provided by the District during the time the resident school is in improvement status only (minimum two years);

¹Students may be rank ordered by achievement levels as evaluated by objective educational measures of student achievement at the school or district level. Students may not be rank ordered by parent income.

- h. The transfer will remain in effect until the student has completed the highest grade in the school, however once the resident school is no longer identified for improvement, transportation will not be provided;
- i. The opportunity to transfer will end when the school is no longer identified for improvement.

2. Safe Public School Choice Transfer Requests

In the event a District school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLB will be provided, subject to the following:

- a. The District will provide notification to parents of all students in attendance in a school identified as persistently dangerous of their student's right to transfer. The notice will:
 - i. Be provided in writing within 10 school days from the time the District becomes aware that the school has been identified by ODE as persistently dangerous or from the time a parent or student has notified the District that the student has been the victim of a violent criminal offense as defined by ODE;
 - ii. Inform parents that their student is eligible to attend another public school in the District due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by ODE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the District;
 - iii. Identify each public school in the District, including public charter schools, that the parent may select from;
 - iv. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available;
 - v. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.
- b. The transfer will be to a safe District school and to the extent possible, to a District school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action, or restructuring;
- c. Requests to transfer must be in writing (standard mail, fax, or e-mail) and submitted to the school office for consideration generally no later than 20 school days from the District notice. The District will confirm requests;
- d. The District will consider the educational needs and preferences of the student and parent. Parents may decline the assigned school;
- e. Approved transfers will generally occur within 30 school days from the time the District learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
- f. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The District will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;
- g. The District may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a District school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, and there is not another school in the District for the student to transfer to, the District may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the District. Transfer approval will be in accordance with established Board policy and administrative regulation.

Special Education and Public School Choice

The District will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice with appropriate approval, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the District may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

Record Keeping

The building administrator will maintain a file of all in-district (intradistrict) transfer requests. A copy will be forwarded to the District office for districtwide data collection purposes.

Inter-District Transfer Requests

General Guidelines for Counselors and Parents

Because the Board recognizes the value of an optimal educational setting to best meet student and family needs, the inter-district transfer process is available for resident students seeking approval to transfer to another district, and for students residing in another district who wish to attend a school in the Hillsboro School District. Applications for an inter-district transfer are granted for one year only.

Inter-district transfer requests will be considered on a case-by-case basis, contingent upon factors such as the availability of space in a particular school, grade-level, classroom, and/or program. Staffing, resources, and academic program offerings will be evaluated in determining the approval or denial of inter-district transfer requests, as well as a review of the requesting student's educational and behavioral school performance.

The following situations may be given priority consideration in determining an inter-district transfer request:

1. A family or student hardship or circumstance that may be alleviated through the approval of an inter-district transfer request.
2. Moving to or from the Hillsboro School District while the school year is in progress or prior to the final year at an academic level.
3. An officially established academic program that would provide an educational benefit to the student not available at their assigned school or district. In cases of academic program approvals, requests are contingent upon the student's acceptance into the program.

Access to appropriate services and programs for special needs students, including those who are limited English proficient, Title I, special education eligible, or talented and gifted shall be considered. For students who are receiving special education services, the districts shall confer to determine the appropriateness of the program and services available to meet the requesting student's IEP.

Athletic/Activity Participation

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

interscholastic activities at the receiving school. Competitive eligibility is determined by Oregon School Activities Association (OSAA) rules.

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.

Resident Student

The parents or guardians of students entering Grades K-12 who wish to transfer out of the Hillsboro School District must complete a Resident District Transfer Request form.

1. Both the Hillsboro School District and the requested nonresident district must approve the request.
2. Transportation is the responsibility of the parent unless otherwise specified.
3. Requests must be submitted to the Hillsboro School District within the specified transfer window.
4. Requests are granted for one year only; and
5. Subsequent requests for an additional year of enrollment must be made by April 1 within the specified transfer window for the following year.

Application

The completed form must be submitted to the Hillsboro School District communications department for review and approval by the Superintendent/designee. Notification will be provided in writing according to the transfer schedule.

Next Steps

If the request is approved by the Hillsboro School District, the Superintendent/designee shall fax/mail the Resident District Transfer Request form and signed Inter-District Consent Agreement to the nonresident district for review and approval or denial.

1. The nonresident district's superintendent or designee will record the reasons for approval or denial;
2. If approved, the nonresident district will sign the consent agreement and return it to the Hillsboro School District;
3. Nonresident district will contact parent/guardian to inform them of approval or denial; and
4. School records will be provided to the nonresident district upon request.

Nonresident Student (student wishing to transfer into the Hillsboro School District)

The nonresident student transfer begins with the resident district.

1. The resident district sends their completed request for transfer form and signed Inter-District Consent Agreement to the Hillsboro School District Communications Department;
2. The Superintendent/designee reviews the request and approves or denies it;
3. A letter regarding approval or denial is sent to the parent/guardian of the student; and
4. A copy of the letter is also sent to the receiving school and nonresident district involved.

Conditions for Accepting, Denying, or Revoking a Transfer Request

In addition to the general guidelines for approval or denial of transfer requests, the Hillsboro School District may accept, deny, or revoke a transfer request under the following conditions:

1. The student must be in good standing with the resident school district;
2. The District will refuse admission of a student expelled from another district until at least the end of the semester in which the student was expelled or longer if circumstances warrant, or if expulsion is under conditions addressed in the Gun Free School Act; or

3. A transfer may be terminated if any educational, behavioral, or attendance issues are not consistent with the nonresident district's board policies and guidelines.

Exceptions

An inter-district transfer request is not needed under the following conditions; however, the Communications Department must be notified by school personnel:

1. If the parents or guardians move outside the Hillsboro School District boundaries on or after April 15, a student in good standing may remain in the District for the duration of the school year without completing a formal District transfer request form; or
2. The student is legally emancipated and continues to reside within the Hillsboro School District boundaries, irrespective of the residence of the parents or guardians; or
3. The student is an official foreign exchange student living in the HSD boundaries; or
4. The family has purchased a home, and completion/move-in date is less than two months after school begins (with documentation).

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 students' 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.

SOCIAL SECURITY DISCLOSURE STATEMENT

Providing a student's social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record-keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose to not provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 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 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 or from the District Administration Center.

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

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 2010-11 on the following dates:

SAT: October 9, November 6, December 4, January 22, March 12, May 7, and June 4

ACT: October 23, December 11, February 12, April 9, and June 11

The cut-off SAT registration dates are approximately 5 weeks before each test.

PSAT: On Wednesday, October 13, 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 is 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. 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

Signing up to become a volunteer for the Hillsboro School District is relatively easy – and once you're cleared, you're good for two years!

There are three basic steps to becoming a volunteer:

1. Read the District's Volunteer Handbook;
2. Complete the Volunteer Application Form; and
3. Complete the Criminal History Verification Form, which provides consent for a background check.

The level of background check depends on your volunteer level:

- Level One Volunteers (parent/guardians or high school students) must submit to an OJIN background check (Oregon Judicial Information Network – state of Oregon only).
- Level Two Volunteers (business/community members, family members, college students, or parents/guardians who will chaperone students on overnight trips) must submit to a national background check.
- Level Three Volunteers (holding positions as coaches or student advisors) must submit to both the national background check and fingerprinting.

The Volunteer Application and Criminal History Verification Forms are included in the District's Volunteer Packets, which will be available at all schools/locations, as well as on our website. Complete the forms and return to the school/location where you want to volunteer. Office managers will provide confidential envelopes in which you can place your criminal verification form. The confidential form will be forwarded directly to the HR department. You will be notified by HR if additional information is needed.

After your application has been approved, contact your school for your volunteer assignments, sign in and out in the main office, and wear your volunteer badge.

Standards of Student Conduct 2010-2011

Hillsboro School District



Mike Scott
Superintendent

Gustavo Balderas
Assistant Superintendent

Lu Biado
Assistant Superintendent

District Administration: 503-844-1500

Board of Directors

Adriana Cañas

Rebecca Lantz

Patti McLeod

Hugh O'Donnell

Carolyn Ortman

John Peterson

Janeen Sollman



Statement of Nondiscrimination

It is the policy of Hillsboro School District 1J that no person be subjected to discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, parental status or marital status in any program, service, or activity for which the District is responsible. The District will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons.



Dear Students and Parents,

When we bring over 20,300 students together each school day, we agree to abide by certain behavior standards to ensure that our schools operate in a respectful, positive, and safe environment.

The *Standards of Student Conduct* contains a positive set of guidelines and rules to ensure success and safety for each student, parent, staff, and community member. Please review the *Standards of Student Conduct*, discuss the contents and expectations with your student(s), and reinforce the importance of appropriate behavior and responsible action on school property, when riding district transportation, and while attending school district events.

Following the established guidelines in the *Standards of Student Conduct* will help each of us develop a greater sense of pride and ownership in our community's schools. Join me in ensuring that every student has the opportunity to not only succeed in school, but excel in their school career with the Hillsboro School District in a respectful, positive, and safe environment.

Sincerely,

A handwritten signature in black ink that reads "Mike Scott". The signature is written in a cursive, flowing style.

Mike Scott
Superintendent

**SCHOOLS AND ADMINISTRATORS
2010-11**

Elementary School	Principal	School Phone	Administrator
Brookwood	Molly Siebert	503-844-1715	Dawn Montgomery
Butternut Creek	Enedelia Schofield	503-844-1390	Patti Book
Eastwood	Monique Monahan	503-844-1725	Kathi Robinson
Farmington View	William Tracy	503-844-1735	Dawn Montgomery
Free Orchards	Patti Wiemer	503-844-1140	Greg Zinn
Groner	Christie Petersen	503-844-1600	Dawn Montgomery
Imlay	Kona Williams	503-844-1090	Patti Book
Indians Hills	Bruce Bourget	503-844-1350	Patti Book
Jackson	Jon Pede	503-844-1670	Dave Parker
L. C. Tobias	Steve Callaway	503-844-1310	Patti Book
Ladd Acres	David Cox	503-844-1300	Patti Book
Lenox	John Matsuo	503-844-1360	Kathi Robinson
Lincoln Street	Toni Crummett	503-844-1160	Dave Parker
Minter Bridge	Dayle Spitzer	503-844-1650	Dawn Montgomery
Mooberry	Linda Bishop	503-844-1640	Kathi Robinson
North Plains	Craig Harlow	503-844-1630	Dave Parker
Orengo	Tim Bishop	503-844-1370	Kathi Robinson
Paul L. Patterson	TBA	503-844-1380	Dave Parker
Quatama	Janis Hill	503-844-1180	Kathi Robinson
Rosedale	Greg Zinn	503-844-1200	Dawn Montgomery
Reedville	Virginia Baez	503-844-1570	Patti Book
W. L. Henry	Travis Reiman	503-844-1690	Dawn Montgomery
W. Verne McKinney	Celia Murray	503-844-1660	Dave Parker
West Union	Grant Corliss	503-844-1620	Kathi Robinson
Witch Hazel	Kari Woyak	503-844-1610	Dawn Montgomery
Middle School	Principal	School Phone	Administrator
Brown	Don Brown	503-844-1070	Patti Book
Evergreen	Ruben Degollado	503-844-1400	Dave Parker
Poynter	Greg Timmons	503-844-1580	Kathi Robinson
South Meadows	Arturo Lomeli	503-844-1980	Dawn Montgomery
MEC 7/8	Stan Esselstrom	503-844-1240	Dawn Montgomery
High School	Principal	School Phone	Administrator
Century	Ted Zehr	503-844-1800	Patti Book
Glencoe	Carol Loughner	503-844-1900	Dave Parker
Hilhi	Matthew Smith	503-844-1980	Dawn Montgomery
Liberty	Gregg O'Mara	503-844-1250	Kathi Robinson
MEC 9/12	Stan Esselstrom	503-844-1000	Dawn Montgomery

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MISSION STATEMENT

In March 2006, the Hillsboro School District Board of Directors adopted a mission to guide planning and program for the next several years. That mission is emphasized with staff and students in each school.

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

You will recognize efforts to achieve the mission in our curriculum program, in our teaching methods, in our co-curricular programs, and in our standards of behavior for all students.

CHARACTER AND SCHOOL SUCCESS

Parents, patrons, staff, and students have identified character traits important to the community, and the Board of Directors adopted them. They are: **responsibility, respect, integrity, courage, honesty, compassion, civic participation, and patriotism**. Young people who demonstrate these character traits contribute to a positive school environment for everyone.

The District believes all students can be successful learners. Students have responsibility for their own learning, for supporting the learning of others, and for contributing to positive school environment through positive character.

While families have primary responsibility for the character and moral development of their children, schools play an important role in contributing to the strong moral character in students. Partnerships between families and schools help foster good character and ethics.

The Board of Directors believes schools support good character and ethical development by providing clear interactions with students, through behavior expectations and school rules which are fairly enforced, and through communication with parents.

Staff and administrators will reinforce good habits and conduct. One tool that will be used consistently is the **Standards of Student Conduct**. You will find student rights; student, parent, and school responsibilities; the District's philosophy of discipline; and rules governing student conduct in this document. Every effort will be made to support ethical behavior in our school environment.

BELIEF STATEMENT

The **Standards of Student Conduct** is based on the beliefs that illustrate our community's shared values. Developed by a comprehensive team of patrons, parents, staff, and students, the following beliefs guide behavior expectations in our schools:

- We believe every person is valuable.
- We believe every person is unique and has talents that can be nurtured.
- We believe each person can be a successful learner.

- We believe success requires commitment, effort, and perseverance.
- We believe individuals are responsible for their own actions.
- We believe nurturing, personal relationships are essential to the development of every individual.
- We believe high expectations promote greater achievement.
- We believe people working cooperatively can achieve more than individuals working alone.
- We believe change provides opportunity for creativity, innovation, and learning throughout life.
- We believe quality education expands opportunities throughout life.
- We believe society benefits when individuals make positive contributions to others.
- We believe diversity enriches and strengthens our community.
- We believe honesty and integrity are essential to build trust.

PHILOSOPHY OF DISCIPLINE

The vast majority of students make easy and satisfactory adjustments to school. For these students, the development of self-discipline is a matter of normal physical and psychological growth. Strict rules and penalties for violators are needed for only a few students and are applied with the aim of modifying behavior patterns rather than punishing offenders.

Positive student behavior is essential to maintaining a proper learning atmosphere in school. In any community, whether it be civic or school, certain standards of behavior are mandatory upon its citizens. Conformity to commonly accepted norms of behavior, particularly with respect to the rights of others, is basic to the preservation of our way of life.

The most effective discipline is self-discipline. One of the primary aims of the Hillsboro School District is to develop and reinforce in each student a level of self-discipline in preparation for a successful, self-directed life.

This policy statement on student behavior has been prepared to inform students, parents, and staff members of general District policy in relation to student behavior and administrative regulations to carry out policy. Student

handbooks published by each school specify expectations, rules, and procedures for correcting unacceptable behavior.

RESPONSIBILITIES OF STUDENTS, PARENTS, AND SCHOOLS

The majority of our students come to school to learn. Relatively few students are responsible for disciplinary incidents. The Hillsboro School District's Board of Directors feels that every precaution must be taken to prevent violent acts on our campuses. The District will continue to hold high expectations for the safety and welfare of students and employees to support the primary purpose of a public school to provide an opportunity for students to develop their intellectual and personal capacities to the fullest. That development will enable them to become productive members of society. In order to provide an appropriate environment for learning, significant responsibilities must be assumed by the students and parents, as well as the school.

RESPONSIBILITIES OF STUDENTS

- To attend school and all classes regularly and punctually.
- To come to each class with proper books, materials, and assignments completed.
- To be considerate of the rights/property of other students, staff, and community.
- To make a sincere effort in their classes and to involve themselves in the school program.
- To follow the regulations of the school and respect the authority of the teacher and other staff members.
- To develop standards of acceptable personal conduct.
- To report weapons, harassment, or other threatening or dangerous conduct.
- Higher expectations of conduct may be required for participants in school activities.

RESPONSIBILITIES OF PARENTS

- To read and understand the Standards of Student Conduct and other parent publications provided by the school.
- To insist upon the regular and punctual attendance of their children as required by the laws of the state of Oregon.
- To understand, and to insist, that their children comply with the rules of the school concerning conduct and

attendance and to cooperate with the school in the enforcement of these rules.

- To insist that their children behave appropriately during school hours and at school-sponsored activities.
- To provide the means for their children to be prepared for school each day with lunch or lunch money, books, and necessary materials.
- To play an active part in seeing that the necessary time and effort are spent on homework.
- To be aware of dress and grooming requirements and to see that their child's appearance is appropriate for school.
- To understand the importance of safety for students and staff at school, to know what students bring with them to school, and to insist that students comply with the District's expectation for safety.
- To model respect and appropriate relations with teachers and other school staff.

RESPONSIBILITIES OF SCHOOLS

- To respect the personal worth, dignity, and needs of each student.
- To provide qualified and competent teachers.
- To provide a school environment conducive to learning.
- To provide special programs and services for children with special needs.
- To keep parents adequately informed on the behavior and performance of their child.
- To develop and distribute to parents and students reasonable rules and regulations governing student behavior and attendance.
- To provide fair and reasonable standards of conduct and to enforce those standards through appropriate disciplinary action.
- To provide every reasonable safeguard for the protection of health, safety, and welfare of all students.
- To cooperate with public agencies in matters involving students.
- To comply with the laws of the state of Oregon.

- To encourage high standards of personal integrity on the part of both students and staff.
- To provide security and adherence to the District's Standards of Student Conduct which may include the use of surveillance cameras in schools and on school buses. Students recorded on surveillance equipment violating the Standards of Student Conduct will be disciplined.

FREEDOM OF EXPRESSION

One of the purposes of schooling is to prepare students for responsible self-expression in a democratic society. Students are permitted free expression under the First and Fourteenth Amendments of the United States Constitution. Students have the right of free expression and must bear the responsibility for the consequences of such expression.

Since schooling is a learning experience, the problem of free expression must be viewed as part of the learning process. Therefore, school officials may find it necessary to review or censor publications, surveys, and speeches to be given by students. School officials shall counsel them on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings on the orderly operation of the school and state the reasons for censoring.

REGULATIONS

1. Students shall bear the responsibility in the exercise of their rights of expression.
 - 1.1 They shall not display or circulate materials which are libelous, obscene, or which create an immediate danger of physical disruption of the orderly operation of the school, or create a clear and present danger of violation of the law or existing attendance regulations.
2. Any publication, performance, activity, or instructional material that is sponsored or in any way funded by the school shall be controlled by the school, and may be regulated by teachers and administrators based on instructional concerns.
 - 2.1 A school publication should reflect the total life of a school community. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community.

3. Handwritten, printed, photographic, or any material of any kind may not be sold or distributed in any manner on School District property unless it is a part of the basic school program or has been approved by the school principal or designee. The school principal or designee may determine the time and place for distribution.
4. Students who violate the policy shall be subject to in-school discipline, detention, school/community service, suspension, or expulsion.
5. This policy shall be applied in a manner that is nondiscriminatory and that allows the discussion of diverse viewpoints, including political and social issues. The policy shall also be applied in a manner that encourages respect for individuals without regard to race, color, national origin, religion, sex, sexual orientation, age, disability, parental status, or marital status. However, this policy does not restrict the school from determining the curriculum and learning activities.

Refer to Policy IB-AR

FREEDOM OF ASSEMBLY

All members of the school community including students, faculty, administrators, and the Board are responsible for the activities that are conducted in the schools. Besides being accountable to one another, these groups are held accountable for the image of the institution. It is important, therefore, to the orderly use of school facilities that the use of all space be approved and planned. An attempt shall be made to present a balance of viewpoints.

1. Federal law (Title VIII, Equal Access Act) provides that students may meet and conduct meetings before and after school dealing with religious, political, and philosophical topics. The school instructional day is the time between the beginning of the first period and the end of the last period.

It is understood that such meetings may be held before regular classes begin in the morning and after classes end in the afternoon, providing that:

- 1.1 The meeting is voluntary and student initiated;
- 1.2 There is no sponsorship of the meeting by the school, the

government or its agents, or employees;

- 1.3 Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
- 1.4 The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- 1.5 Outsiders may not direct, conduct, control, or regularly attend activities of student groups. Only students may perform these functions.

Students wishing to use a classroom or other part of the building or grounds are to make a request through the respective building principal.

- 2. Students may have the right to gather informally provided they meet the following criteria:
 - 2.1 Students gathered informally should not disrupt the orderly operation of the educational process and must obey all other school rules;
 - 2.2 Students gathered informally shall not infringe upon the rights of others to pursue their activities;
 - 2.3 Students gathered informally should not be absent from scheduled classes.

OCR COMPLIANCE OFFICER

Office of Civil Rights (OCR) Compliance – Federal Civil Rights laws prohibit discrimination on the basis of race, color, national origin, sex, sexual orientation, age, disability, parental status or marital status in programs and activities that receive federal financial assistance. If you have any questions or want to file a complaint, contact the OCR compliance officer of the School District, Assistant Superintendent Gustavo Balderas at 503-844-1500.

TITLE IX COMPLIANCE OFFICER

Title IX prohibits sex discrimination in education programs or activities that receive Federal funds. Since public schools receive some Federal funding, school sanctioned sports programs are covered under Title IX.

If you have any questions or want to file a complaint, contact the Title IX Compliance

Officer of the District, Casey Waletich, Coordinator of Community and Human Resources at 503-844-1500.

STUDENT CONDUCT & DISCIPLINE

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the District’s written rules, pursue the prescribed course of study, submit to the lawful authority of District staff, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities. This conduct applies to students en route to and from school and school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one’s actions, and maintain a productive learning climate.

Various disciplinary procedures shall be used by school personnel to correct behavioral problems. Examples include, but are not limited to, reprimands, conferences, detention, fines, and loss of privileges, including bus riding. Additionally, students may be denied participation in extracurricular activities. Title, positions of responsibility, and/or privileges granted to students may also be revoked (e.g., commencement ceremonies, student body, class, or club office positions). In cases of serious infractions or repeated failure to comply with school rules, suspension or expulsion may be used. A referral to law enforcement may also be made. Parental assistance shall be requested when persistent violations of school rules occur. Students shall be liable for discipline, suspension, or expulsion for misconduct as outlined in the **Standards of Student Conduct**.

The District shall publish and distribute to students and parents rules outlining student conduct expectations and possible disciplinary actions. In addition, each school will publish a student/parent handbook detailing additional rules and procedures specific to that level.

Refer to OAR 581-21-0050-0075

DISCIPLINE

Infractions listed below are grouped into two categories according to the seriousness of the offense; with **GROUP A** the most serious. These infractions and penalties apply to all

students while on school premises, en route to and from school, or at school-sponsored activities (administratively approved and school supervised).

These include acts which might occur on District campuses other than the student's home school or other District property during non-school hours or on the weekend. All types of infractions may not be included and modifications will be made, if necessary, at the discretion of the building principal with the approval of the District Superintendent. Law enforcement authorities will be contacted when appropriate.

GROUP A

1. Unprovoked assault (this includes physical and sexual assault).
2. Fighting.
3. Open acts of defiance or disrespect toward school staff.
4. Unlawful interference with school authorities; interference with administrators or teachers by force, violence, or any coercion.
5. Refusal to participate in an investigation.
6. Profane, obscene, or abusive language or actions toward teachers or other school staff.
7. Theft of school or personal property, unauthorized entry, including another individual's locker.
8. Malicious destruction/vandalism of or damage to District, school, or personal property.
9. Trespass (unauthorized presence or refusal to leave when ordered to do so by school officials or by other authorized personnel).
10. Setting of fires, setting off false alarms, making false reports to emergency services personnel, bomb threats, and use or possession of explosive devices, including smoke bombs or firecrackers.
11. Weapon offenses, see "Weapons" section. Possession or use of all types of firearms or other potentially dangerous instruments or weapons.
12. Possession or use of all types of irritating or poisonous gases, e.g. mace and pepper mace. See "Weapons" section.
13. Extortion, blackmail, or unlawful coercion: obtaining money, property, or actions against a person's will by threat, violence, or intimidation.
14. Drug and alcohol offenses, see "Controlled Substances."
15. Intimidation, racial slurs, or threat of harm to others.
16. All sexual conduct is prohibited on school or District premises or at school-sponsored activities. Sexual conduct shall include, but is not limited to, sexual intercourse, oral sex, or any other form of lewd sexual behavior.
17. Hazing, menacing, intimidation, indecent exposure, or any act that injures, degrades, or disgraces another person.
18. Harassment: behavior which causes the victim or victims to feel pestered, tormented, bullied, or persecuted. Harassment includes verbal as well as physical misconduct and threats. Harassment includes any gesture, written or drawn message or graphic act including electronically transmitted acts (e.g. Internet, cell phone, personal digital assistant (PDA), wireless handheld device, or camera that espouses hate, ridicule, or threat of harm, particularly when the action is based on race, color, national origin, sex, sexual orientation, age, disability, parental status, or marital status. Sexual harassment is defined as any deliberate, uninvited, unwanted, or unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written, or physical conduct of a sexual nature directed at a person because of his or her sex.
19. **Bullying:** Intentionally harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another student who has less power. Bullying is unjustified and typically repeated.
Bullying:
 1. Interferes with educational opportunities, benefits or programs of one or more students;
 2. adversely affects the ability of a student to participate in or benefit from school programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
 3. is an ongoing pattern or social, physical or psychological intimidation and demeaning behavior.

20. Cyberbullying is the use of any electronic device to threaten, harass intimidate or bully.
21. Gang support behaviors include participation in a group; using common names, signs, colors, and/or clothing as an identifier; engaging in delinquent behaviors such as bullying or harassment; or the promotion and/or solicitation of others for membership in gangs.
22. Under Title VI of the Civil Rights Act of 1964, retaliation against an individual because the individual has filed a harassment complaint, testified, assisted, or participated in a harassment investigation, proceeding, or hearing is prohibited.
23. Threatening, planning to commit violence, or inciting other students to act with physical violence upon any other person or the school in general.
24. Failure to report to authorities weapons or dangerous conduct.
25. Use of a computer or other technology (electronic device) for the commission of a Class A offense. (See *IIBGA-AR and Student Acceptable Use Agreement*)

PENALTY FOR GROUP A OFFENSES

Immediate suspension for up to ten (10) school days with possible recommendation for expulsion. Schools may require students who commit **Group A** offenses (which include incidents involving weapons, threats, sexual or physical assault, and/or violent behavior) to undergo a safety assessment before being allowed to resume school. Students involved in Group A offenses will be referred to the police for possible criminal charges. Students committing Group A offenses potentially can be prosecuted and pay financial restitution to the District.

GROUP B

1. Refusal to identify oneself to school staff when on school grounds or at school-sponsored activities.
2. Leaving school premises without permission.
3. Being in an off-limits area.
4. Disturbance or disruption of the school environment, including but not limited to classrooms, cafeteria, halls, the school grounds, and facilities and/or school activities; use of disruptive devices such as water balloons, squirt guns, noisemakers, laser pointers, and electronic devices.

5. Failure to obey bus regulations.
6. Possession of obscene or pornographic (nudity) materials, including written, printed or electronic photographs or images (e.g. sexting), recorded messages, or phone ring-tones with explicitly obscene lyrics.
7. Sexual behavior including, but not limited to, inappropriate touching; lewd and suggestive behavior; and sexually explicit drawings, writing, or language while on school or District property or at school-sponsored activities.
8. Failure to obey campus parking and motor vehicles regulations.
9. Gambling.
10. Improper display of affection.
11. Unauthorized use and/or possession of school documents, the defacing, or forging in part or in whole of any document used in official school business (including parental notes).
12. Tobacco offenses, see "Tobacco."
13. Cheating.
14. Possession of incendiary devices, including lighters and matches.
15. Violation of computer user network agreement.

PENALTY FOR GROUP B OFFENSES

In-school discipline, detention, school/community service, campus improvement, or suspension from school. Continued or repeated violations of Group B Standards of Conduct may result in more serious disciplinary action, including expulsion.

SUSPENSION

Suspension is a temporary withholding of the privilege of attending school and school activities and the right to be on school premises for a specified period, up to ten (10) school days. However, in special circumstances and with the approval of the Superintendent, suspensions may be continued until some specified ending action occurs, such as physical or mental examination or court action.

Suspension may be imposed in serious cases of rule violations, as outlined in policy and the student handbook, or in cases where other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school and its students. Consideration shall be given to

the effects of a suspension on all concerned, including other students, parents, teachers, and the student involved.

Suspension may be ordered by the school principal or other administrative officials.

SUSPENSION PROCEDURES

1. Before being suspended, the student shall be told what specific rules have allegedly been violated, informed as to the evidence of the violation, and allowed to present evidence in support of his or her position.
2. If the student is placed under suspension, the student shall be informed of the reasons for the action, the period of the suspension, and any other conditions for reinstatement.
3. Parents/guardians shall be notified of the suspension, reasons for the action, and given the opportunity to meet with the administration to discuss the suspension.
4. If the matter remains unresolved, the student or parents may appeal the decision to the building principal. The District Board has delegated final review authority under OAR 581-21-065 to the Superintendent or designee.
5. Alternative procedures for students who qualify under provisions of IDEA, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act will be followed as prescribed in those laws.

EXPULSION

Expulsion denies the student the privilege of attending school, school-sponsored activities, and the right to be on school premises for the duration of the expulsion. Expulsion may be recommended in response to a particularly serious incident or when it appears that the student is unable to benefit from the educational program or adapt his or her behavior to the extent that it does not interfere with the rights of others in the school (OAR 581-21-070).

Expulsion may extend for a period not to exceed one calendar year.

Students bringing a dangerous weapon to school, or possessing dangerous weapons at school with the intent to injure, threaten, or harass shall be expelled for not less than one year. On a case-by-case basis, the Superintendent may modify this expulsion requirement.

Expulsion shall not be ordered except upon waiver of a hearing or decision of the expulsion

hearing officer, which may be appealed to the Board.

EXPULSION PROCEDURES

1. When alleged misconduct is considered serious enough that expulsion may be warranted, students will be suspended pending an expulsion procedure, and suspension procedures followed.
2. Parents/guardians will be notified of the recommendation to expel and a building-level conference scheduled. As part of the conference, the principal shall provide a written statement which:
 - 2.1 Specifies the alleged misconduct.
 - 2.2 Identifies the specific statutes, administrative regulations, District policy, and student handbook provisions which were violated.
 - 2.3 Contains a statement that the principal is recommending expulsion.
 - 2.4 Notifies parents of their right to a District-level hearing and the waiver procedure.
 - 2.5 Suggests alternative program of instruction.
 - 2.6 Identifies special rights and procedures unique to handicapped students.
 - 2.7 Explains any additional expectations during the period of the expulsion.
 - 2.8 Explains the status of the student's suspension pending resolution of the expulsion proceedings.
3. The right to a District-level hearing will be deemed waived if the parents sign a waiver. If such a hearing is requested, or neither waived nor requested within one (1) workday after meeting with the principal, the principal will notify the Superintendent. Should the parent/guardian not appear at the conference, the waiver form will be sent to them by registered mail.
4. The Superintendent shall send a notice by both certified and regular mail to the parent/guardian which states:
 - 4.1 The specific charges and conduct constituting the alleged violation.
 - 4.2 The principal's recommendation for expulsion.
 - 4.3 The time, date, and location of the hearing.
 - 4.4 Their right to representation.

5. Notice shall be provided at least five (5) calendar days prior to the District hearing. The hearing may be held prior to the expiration of the five days by mutual consent.
6. District-level hearings will be conducted in conformity with the District-hearings procedure.
7. Alternative procedures for students who qualify under provisions of IDEA, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act will be followed as prescribed in those laws.

DAMAGE TO SCHOOL PROPERTY

1. Any school district which is owed a fee or the property of which has been lost or willfully damaged or injured may withhold the grade reports, diploma, or records of the pupil who owes the fee or is responsible for the loss or damage until the pupil or the parent or guardian of the pupil has paid the amount owed.
2. The parent or guardian of such pupil shall be liable for damages as otherwise provided by law.
3. The District will comply with legal limitations on withholding of grades as set forth in ORS 339.260: records will be sent when requested by another school district and will be available for inspection by any parent or legal guardian who requests to see such records.
4. The students' rights to due process will be protected. Parents/students who wish to appeal fees or fines shall be allowed to do so via the District complaint procedure which is described on the last page of this document.

Refer to ORS 339.260

COMPULSORY ATTENDANCE

Except when exempt by Oregon law, all students ages 7-18 who have not completed the twelfth grade are required to attend school full time on a regular basis at the designated school within the attendance area.

Persons having legal control of a student age 7-18 who has not completed the twelfth grade are required to have the student attend school. Under the Superintendent's direction and supervision, building principals shall monitor and report any violation of the compulsory attendance law to the Superintendent or

designee. Violation is a Class C infraction and is punishable by a citation up to \$180.

In addition, if a parent or other person lawfully charged with care or custody of a child under 15 years of age fails to require their child to attend school, they may be subject to an additional fine up to \$600.

EXEMPTIONS FROM COMPULSORY SCHOOL ATTENDANCE

In the following cases, students shall not be required to attend public schools full time:

1. Students being taught in a private or parochial school in courses of study usually taught in Grades 1-12 in the public schools and in attendance for a period equivalent to that required of students attending public schools;
2. Students proving to the Board's satisfaction that they have acquired the courses of study taught in Grades 1-12 in the public schools;
3. Children who have received a high school diploma;
4. Students being taught by a private teacher the courses of study usually taught in Grades 1-12 in the public school for a period equivalent to that required of students attending public schools;
4. Students being educated in the home by a parent;
5. Students excluded from attendance as provided by law;
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full time, lawfully employed part time and enrolled in school, a community college or an alternative education program. An exemption may also be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550-.558.

**Refer to ORS 163.577
ORS 339.010 - .090
Policy JEA**

ATTENDANCE

Regular school attendance has been shown to affect students' academic progress, grades, and development of positive work habits. District attendance procedures operate on the assumption that 95 percent of students have no attendance problems. We also assume

parents are in the best position to make determinations regarding their child's attendance. The school's primary role in attendance accounting is to work cooperatively with parents and to assist students in developing habits of responsibility and dependability.

EXCUSED ABSENCES (POLICY JED)

The Board considers regular school attendance essential for educational success. All students are expected to attend school as required by law (ORS 339.010) and by Board policy.

The principal will be responsible for assessing and acting upon parental requests for students to be excused. It is in the student's best interest that parents pre-arrange an excused absence.

Criteria for excused absences may include:

1. Illness/injury, quarantine
2. Necessary family travel, educational, occupational interviews
3. Bereavement
4. Serious illness in the family
5. Religious instruction
6. Inclement weather
7. Emergencies
8. Legal, court appointments requiring the student's attendance

The principal may also excuse requests for necessary family travel. Medical professionals may also request a student be granted an excused absence.

A student's grade will not be reduced nor will credit be denied as a direct consequence of excused absences. However, even excused absences may affect the student's academic performance. A student who is excused must still fulfill school and class requirements.

In order for a student to participate in after-school activities such as music programs, plays, or athletic programs, the student must be in school at least one-half of the regular academic school day.

UNEXCUSED STUDENT ABSENCES AND TRUANCY (POLICY JEDA)

The District believes that regular attendance is a major contributing factor to a student's progress in school. Regular and punctual school attendance also helps the student develop habits of responsibility which are essential for success later in life.

With these principles in mind and as required by law, the District has developed attendance procedures that foster a partnership with parents to prevent unexcused absences and truancy.

An unexcused absence is defined as any absence not meeting the criteria for excused absences. Truancy is defined as absence from school or class without permission.

A student's grade may be reduced or credit denied as a result of unexcused absences and/or truancy. Students are required to complete make-up work for unexcused absences, but may receive no credit for the work. In addition, the principal shall develop and implement an intervention program to support improved attendance.

MAKE-UP WORK

Students are allowed the number of days absent plus one to submit make-up work for all excused absences except for exams and long-range assignments that students have known about in advance. Every effort will be made to have assignments for absent students available within 24 hours of the request.

Students suspended from school will be required to do make-up work.

IRREGULAR/EXCESSIVE ABSENCES

Irregular or excessive absences negatively affect a student's academic progress. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. A student may be excused for a period not to exceed five days in a term or three months, or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing, directed to the principal, and include documentation from a healthcare provider when relevant. The principal may deny a parent request to excuse a student's absence for travel if the student has excessive absences and his/her academic progress is in jeopardy.

The District has developed procedures for supporting students with patterns of excessive absences to attend school regularly. Procedures for schools are published in the District Attendance Manual available at each school.

PARENTAL AUTHORITY

Students are subject to the authority of parents or legal guardians for school purposes. Students who are 18 years of age may assume personal responsibility with written parent permission. Administrative provision will be

made for students who are emancipated or not living with a parent or legal guardian.

**ATHLETIC/ACTIVITY
ACADEMIC STANDARDS**

The District recognizes athletic/ activity participation is 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.

DEFINITIONS

1. An athlete is defined as a student who is a member of an Oregon School Activities Association (OSAA) sponsored team, ninth through twelfth grade.
2. Activity participants are defined as participants in OSAA sponsored groups which represent the school publicly or in competition with other schools.

The goals of academic standards for participation are:

1. To assist students with continuing focus on the importance of academic learning.
2. To encourage students who represent the school as activity participants to view themselves as positive role models.

In order to meet academic participation standards, a student must meet the OSAA and Hillsboro School District standards as follows:

1. Meet the OSAA standards of:
Athletics, Cheerleading, Dance and Drill Teams, Music, and Speech
 - 1.1 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, and;
 - 1.2 Pass all subjects or receive a 2.0 GPA on the previous grading period. Summer school grades may be added to the previous semester/trimester.
2. Meet the Hillsboro School District standard of:
 - 2.1 Passing all subjects or receive a 2.0 GPA on the previous grading period.

Commencing with the 2008-09 school year, incoming ninth grade students must also meet Hillsboro School 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 qualification.

Participants in an athletic/activity program not meeting OSAA standards are ineligible for the term. They may not participate or represent the school in OSAA activities until semester/trimester grades provide for eligibility. According to Hillsboro School District standards, academically ineligible students may not practice unless they apply for an exception and the principal approves it. The principal's approval will be contingent, in part, on the student submitting a plan for how he or she will fulfill academic requirements given the time demands of athletic/activity participation.

Participants in athletic/activity programs not satisfying the Hillsboro School District standard shall be allowed to practice, but lose the privilege of representing their school until they demonstrate a positive report at 4-1/2 weeks.

Each athletic director shall be expected to:

1. Conduct an academic review of all student/ participants before participation and at least once during the fall, winter, and spring. Identify student/participants who are not performing to expected standards.
2. Administer the established plan of action for each student identified.

If the activity is part of a class responsibility, students will be allowed to remain in the class, but lose the right to represent the school, or miss other classes for rehearsals or performances.

In cases where a grade is dependent upon participation, alternative grading criteria will be developed so the student will still be able to earn the full range of grades (A-F). Students in band, chorus, and drama will be allowed to participate in school concerts and play performances, but would be excluded from extra or competitive activities such as contests, parades, and trips.

Attendance: Students must be present in school at least one-half of the regular academic day of a game/event/practice in order to participate in that game/event/practice. Unexcused absences will result in the student not participating in the game/event/practice. Emergencies will be handled by the Athletic Director/Administrator.

**ATHLETIC/ACTIVITY
BEHAVIORAL STANDARDS**

Participants in athletic/activity programs will adhere to all behavioral standards at all times. Representing a school as part of an athletic/activity program is a privilege, and with the extra returns go certain responsibilities. The goal of behavior and conduct standards is twofold:

1. Participants in athletic/activity programs shall present and conduct themselves in a manner which will bring credit to themselves, the student group or team they represent, and their school.
2. All athletic/activity participants will strive continually to improve themselves by attaining standards higher than those asked of the general student.

In order to attain these goals, the following standards will be in effect for all students who represent their school as participants in athletics/activities.

ATHLETIC/ACTIVITY BEHAVIORAL STANDARDS:

In the Competition Arena, the student:

1. is under control at all times and exhibits poise and composure regardless of the situation;
2. is respectful to officials;
3. is modest in victory and gracious in defeat;
4. does not use profanity.

At school and in the community, the student:

1. works hard to promote pride with other students in his/her school and community;
2. is discreet at all times. Public display of affection is discouraged;
3. displays appropriate appearance and behavior before fellow students.

In the classroom, the student:

1. meets the academic standards of school;
2. is respectful to teachers and fellow students;
3. maintains a good attendance record;
4. is not truant from classes or practice.

On school sponsored trips, the student:

1. is an ambassador for his/her home, school, and community and will act accordingly;
2. dresses appropriately and in good taste;
3. refrains from misconduct while traveling to and from events. Disruptive behavior or other forms of misbehavior will not be tolerated.

4. remains with the team at all times when attending away events.

Students who violate athletic/activity behavioral standards will be disciplined as outlined in the student handbook. Students may also be suspended from competition/practice in their athletic or activity program.

SUBSTANCE ABUSE – DEFINITIONS AND STANDARDS

1. An athlete is defined as a student who is a member of an OSAA sponsored team, ninth through twelfth grade. Athletic training standards require that athletes agree not to possess, use, sell, or provide alcohol, tobacco, or illegal/unauthorized drugs or related paraphernalia at any time. Athletes agree not to be present where unlawful use of alcohol or drugs may occur.
2. Activity participants are defined as participants in OSAA sponsored groups which represent the school publicly or in competition with other schools. Activity participants will not possess, use, sell, or provide alcohol, tobacco, or illegal/unauthorized drugs or related paraphernalia at any time. Activity participants agree not to be present where unlawful use of alcohol or drugs may occur.

PENALTIES

1. First Offense. Participants in athletic/activity programs who violate drug, alcohol, or tobacco standards shall be suspended from participation and lose the right to represent the school for ninety (90) calendar days.

Participants in athletic/activity programs lose the right to represent the school in competitions, but may continue to practice with the team.

As a condition of reinstatement and before representing the school in any activity thereafter, students who violate drug, alcohol, or tobacco standards will:

- Submit verification and summary of the completion of chemical abuse evaluation and treatment or tobacco cessation program to the administration or athletic director, and
- Meet with parents or guardians, coach, and administrator (or designee) prior to reinstatement.

Upon completion of the above procedure, the student may petition the principal or designee for reinstatement after not less than twenty (20) school days.

2. Second Offense. Participants in athletic/activity programs who commit a second offense shall lose participation privileges for one calendar year.

In case of alleged violations, due process in the form of notification of alleged violation and the right to a hearing must be extended to students involved. The implementation of this policy rests with the building administration and high school athletic/activity director. Consequences begin as soon as a building-level decision is made. Requests to appeal this policy shall be directed to the building principal.

BUS CONDUCT

Students have the same level of responsibility for their conduct when riding or waiting for the bus as they do while on school premises. The following rules apply to all students riding District-operated buses. These rules have been established to assist the drivers in assuring that students are afforded the safest possible ride to and from school or activities/athletic events. The school bus driver is responsible for their enforcement. Failure to comply with these rules or promptly obey the direction of the driver may result in forfeiture of the right to ride.

RULES

1. Pupils being transported are under the authority of the bus driver. Secondary students must carry their student I.D. card.
2. Any activity that prevents the safe operation of the bus by the driver is unacceptable.
3. Students must remain seated at all times while the bus is traveling.
4. Students will be assigned to a specific bus. Students must have written permission from a parent/guardian and school administrator to ride another bus or be dropped off at any location other than their regular bus stop.
5. Students who do not comply with posted bus rules may forfeit the privilege to ride on the buses.

All students using District transportation must also obey OAR 581-31-010, adopted by the Oregon State Department of Education. These rules are appended in these standards.

PENALTIES

1. Serious acts of irresponsible, inappropriate, or destructive behavior will result in **immediate** withdrawal of a student's bus riding privilege. Such incidents would include:
 - 1.1 Physical assault;

- 1.2 Verbal abuse including harassment, threats, and inappropriate language;
- 1.3 Interference with bus driver or bus operating controls;
- 1.4 Vandalism;
- 1.5 Any behavior that jeopardizes the safety of others, such as throwing objects.

2. The bus driver will issue a citation to students who violate transportation rules, or engage in other inappropriate behavior. The school administration will decide upon the appropriate discipline, which may include detention, assignment to school/community service, loss of bus privilege, suspension, or expulsion.
3. Suspension from transportation services is defined as the withdrawal of a student's bus privilege for a maximum of ten (10) days. Expulsion from transportation services is the withdrawal of the bus privilege for up to one (1) year, and may be imposed either in the case of a serious incident as previously listed, or successive violation of rules governing pupils riding buses. Parents of students suspended or expelled from transportation services are entitled to the procedural rights outlined in these standards.
4. Alternative procedures for withdrawal of bus privileges will be followed for students who qualify under PL 101-476 or Section 504 of the Rehabilitation Act of 1973.

For additional information, see Rules Governing Pupils Riding School Buses on next page.

RULES GOVERNING PUPILS RIDING SCHOOL BUSES

Oregon Administrative Regulation 581-53-0010

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity are prohibited on the bus.
3. Pupils shall use the emergency door only in the case of an emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals, on the bus.
7. Pupils shall remain seated while the bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or head through the bus window.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the driver.
14. Pupils shall keep the bus clean and refrain from damaging it.
15. Pupils shall be courteous to the driver and to fellow pupils or passersby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

In addition, students are expected to abide by the following Hillsboro School District bus conduct rules:

1. Large items such as art projects, presentations, visuals, skateboards, and scooters which cannot be safely transported while held on a pupil's lap or stowed in an empty seat or directly under a seat are prohibited.
2. Pupils shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver.
3. Pupils shall be at their regular bus stop at least five minutes prior to the time scheduled.
4. Pupils shall not damage or attempt to damage public or private property at any time.
5. Pupils waiting in a bus stop area are under the jurisdiction of the District; therefore, all preceding rules governing pupils riding school buses apply to the bus stop, as well as on the bus.
6. Use of any form of tobacco is prohibited.
7. Radios, tape players, or other electronic sound devices are prohibited by District policy except those that are small personal devices with earphones intended for personal use.

Any student who engages in irresponsible, inappropriate, or destructive behavior will be issued a bus citation by the bus driver. The school administration will decide upon the appropriate discipline for the violation(s) which may include detention, assignment to school/community service, suspension, loss of bus-riding privilege, and/or expulsion.

Incidents of physical assault, verbal abuse, interference with bus operating controls, or vandalism may result in immediate suspension of transportation privilege regardless of prior record of misconduct.

BOMB THREATS

Threats communicated in any way (e.g. calling the school, threats written on walls or paper, etc.) are a serious disruption to the school and the well-being of all individuals. Students who engage in making bomb threats will be subject to suspension and expulsion and will be prosecuted to the full extent of the law.

CHEATING

It is the responsibility of the school to strongly promote academic honesty and integrity on the part of students. Cheating will not be tolerated. Any student caught cheating will receive a grade of zero on the assignment or exam.

Furthermore, in the event of a second offense, a conference with the student's parents will be held and may result in the student being removed from class with loss of credit and further disciplinary action. (See Discipline, Group B offenses.)

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, including telecommunication devices and cameras during a test, using a project or paper in a second class without teacher permission, using the ideas or writing of another as your own (plagiarism) including materials retrieved electronically (articles, papers, projects, encyclopedia sources, magazine/newspaper articles, and other similar materials).

**CONTROLLED SUBSTANCES (DRUGS)
INCLUDING ALCOHOL**

USE OR POSSESSION

Evidence of use and/or possession of alcoholic beverages or illegal/unauthorized drugs or narcotics, including marijuana and related paraphernalia, is prohibited in any form at school, or at a school-sponsored activity. Substances purported to be illegal are also prohibited. This includes consumption prior to arrival at school or school-sponsored activities.

Students suspected of being under the influence of alcohol may be tested (e.g., by a breathalyzer.)

PENALTIES – FIRST OFFENSE

1. Immediate suspension from school for up to ten (10) school days.
2. Chemical abuse evaluation with:
 - 2.1 Counseling department (high schools);
 - 2.2 Designated community agent at District expense; or
 - 2.3 Approved third party at parent/guardian expense.
3. After the evaluation, a school counselor or administrator will meet with the student and parent/guardian and, using the evaluation results, will outline activities for readmission. The student and parent/guardian will be required to complete the activities and submit timely progress reports to the principal through the counselor.
4. Students failing to complete the evaluation and subsequent follow-up will be subject to further disciplinary action, including expulsion.

PENALTIES – SECOND OFFENSE

Any repeat violation will result in immediate suspension and possible recommendation for expulsion from school.

SALE OR DISTRIBUTION

The sale or distribution of or conspiracy to sell or distribute alcoholic beverages or illegal/unauthorized drugs or narcotics, including marijuana and related paraphernalia, is prohibited in any form at school or at school-sponsored activities. Substances purported to be illegal are also prohibited.

PENALTY FOR SALE OR DISTRIBUTION

Immediate suspension and recommendation for expulsion from school.

DRESS AND GROOMING

Dress and grooming restrictions are imposed when they are related to intimidating behavior or interfere with the learning of others. We wish to work cooperatively with students and parents to clarify and apply dress and grooming standards.

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should appropriately be left up to students and their parents, we feel a strong responsibility as a school to provide recommended guidelines for parents and students to use in determining what is and is not

appropriate. The key guideline is that dress and grooming should never interfere with anyone's right to learn or teach, or endanger health or safety. Where the nature of a learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities.

1. The following general guidelines are designed broadly enough to allow individual expression.
 - 1.1 Shoes must be worn at all times.
 - 1.2 An adequate coverage of the body is required. Halter tops, tank tops, muscle shirts, midriff, or otherwise revealing tops, exposed underwear, and very short skirts are inappropriate.
 - 1.3 Exceptions to 1.1 and 1.2 above may be allowed in the P.E. areas only.
 - 1.4 Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, or promote behavior violating school conduct standards is not permitted. Youth gang-related symbols, colors, or insignias are not allowed. Clothing decorated or marked with illustrations, words, or phrases that are disruptive or potentially disruptive, and/or that promote superiority of one group over another is not permitted.
 - 1.5 Shorts are allowed as school attire provided that they are loose fitting and mid-thigh length for classroom wear. Cut-offs and bathing suits are not allowed.
 - 1.6 Schools may require that students leave clothing in their locker if that clothing could be worn to Conceal weapons or to intimidate others.
 - 1.7 Clothing that could be harmful to self or others (e.g. studded collars or chains) is not permitted.

The following dress and grooming restrictions pertain to Gang/Secret Society. These restrictions were recommended by the Western Washington County Gang Intervention Team which is comprised of school personnel, law enforcement, and the Washington County Juvenile Department. Modifications to these restrictions will occur throughout the year as recommended by the Washington County Gang Intervention Team.

2. Certain clothing, personal property, and other adornments worn for the purpose of identifying youth gang membership or youth gang support clearly interfere with the learning process and school climate. Examples include, but are not limited to:
 - 2.1 Clothing with gang stylized writing/script listing nicknames and other wording.
 - 2.2 Clothing displaying drug symbols or paraphernalia.
 - 2.3 All adornments such as necklaces or buttons that are drug or gang related.
 - 2.4 Clothing decorated with gang associated numbers 12, 13, 14, 18, or the same numbers in reverse order.
 - 2.5 Dress in a single solid color.
 - 2.6 Certain head gear (e.g. hairnets, wraps, bandanas, hanging belts, and gloves worn indoors.)
 - 2.7 Gang associated tattoos.
 - 2.8 Clothing, patches, or adornments that promote hate or hate violence (e.g. Nazi symbols or Confederate flags.)
 - 2.9 Oversized clothing that could be worn for the purpose of concealing contraband or weapons.
 - 2.10 Groups of students dressing in similar colors or style not sanctioned or endorsed by the school.

Such clothing, personal property, and adornments will be prohibited on District property and at school-sponsored events.

Initial referrals by teachers in connection with these guidelines will be referred to an administrator. In cases of obvious inappropriateness, the student's parents will be contacted, offending articles/clothing will be photographed, and students will be placed on a gang behavior contract. When dress or grooming clearly disrupts learning or presents a health or safety hazard, the student will be required to change attire prior to returning to class. Such activity may result in serious disciplinary action.

Refer to Policy JFCEA-AR

<p>DRESS AND GROOMING FOR OPTIONAL ACTIVITIES</p>
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It is the intent of the Board to give every encouragement to advisors of District activities to establish high expectations, particularly in

areas of dress and grooming, for students representing our school in public. In voluntary activities where students represent the school, the advisor or coach may recommend required dress and grooming standards to the principal. Upon approval by the principal, students will be notified of the standards and any student not in compliance may be denied the opportunity to participate. Expectations must be clear at the outset and should be within the financial capability of all students.

Refer to Policy JFCA

**ELECTRONIC/SOUND
COMMUNICATION DEVICES**

District policy prohibits the use of cell phones, radios, CD players, MP3 Players, and other electronic sound or communications devices in all classrooms. Use of communication devices on school property and at school related events for disruptive or illicit purposes is not permitted. Use of cameras or cell phones with cameras are forbidden in locker rooms and bathrooms. While on campus or at school related activities, electronic devices may not be used to record or to view pictures, video or audio of students or staff for the purpose of posting on the internet any content that could be construed as harassing, demeaning or threatening. Small audio devices with earphones intended for personal use may be allowed in some areas of the school at the discretion of the administration. Students are strongly advised to leave electronic sound and communication devices at home to prevent loss or theft. The school is not responsible for lost or stolen articles electronic devices.

HARASSMENT

Harassment of students by a member of the staff or by a student to another student, or by a student to a District staff member will not be tolerated at any time while students are on District grounds, District property, or on property within the jurisdiction of the District; while on District-owned and/or operated buses, vehicles, or chartered vehicles; while attending or engaged in District activities; and while away from District grounds if the misconduct directly affects the good order, efficient management and welfare of the District.

Harassment violations include bullying or harassment on the basis of race, color, national origin, sex, sexual orientation, age, disability, parental status, or marital status.

A student who is subject to, or knows of, harassment shall immediately and no later than 30 days, notify a staff member or the school principal. The principal is the designated investigator. The alternate investigator is the Executive Director of Office for School Performance. The investigator may request that the student complete the Harassment Complaint Form and turn over any evidence of the harassment. Information received during the investigation shall be kept confidential to the extent possible. However, the student should be informed that the investigator is required to investigate.

The principal and/or the Executive Director of Office for School Performance may institute a harassment investigation in the absence of a written complaint.

Refer to Form JBA-AR (Appendix A)

HAZING

The District seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare. The District, therefore, prohibits hazing in any form. The impact of hazing activities can result in irrevocable harm to its victims, their families, and the community.

Prevention of hazing is the responsibility of every student and staff member. Each individual must accept the personal obligation to uphold the basic values of being just, civil, and respectful of the rights of others.

1. Hazing is prohibited. Hazing means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which the act causes or contributes to a substantial risk of potential physical injury, mental harm, or personal degradation.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
5. All students and staff members must take reasonable measures to prevent violations of this policy.
6. Violations of this policy or interference in an investigation under this policy by students

are subject to sanctions under the Standards of Student Conduct.

7. Any staff member who participated or knowingly permitted, authorized, or condoned any hazing activity is subject to disciplinary action by the District. Staff members are required to report to their building administrator any suspected hazing that may have occurred.
8. The District will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the District.
9. Students involved in school-sponsored activities, athletics, and/or other extracurricular school programs may be disciplined using the Standards of Student Conduct. This policy applies on a 24-hour, year-round basis, and has no limitations as to the place of conduct.

Refer to Policy JFCF-AR

SEARCH AND SEIZURE

The Board seeks to assure a climate in the schools which is appropriate for institutions of learning and which assures the safety and welfare of the personnel and students. To assist in attaining these goals, school officials may search the person, personal property (including school lockers, desks, or other storage areas), and student vehicles, and seize property deemed injurious or detrimental to the safety and welfare of the students and personnel if the school officials have reason to believe that an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

DEFINITIONS

The following definitions are provided to assist in the implementation of search and seizure administrative regulations.

1. "Reasonable suspicion" means sufficient knowledge possessed by the District official at the time the official makes or authorizes the search which would lead a reasonable person to believe that a search of a particular student or place will turn up evidence of a violation of law, Board policy, administrative regulation, or school rule. The official's knowledge may be based upon relevant past experience of the official, observation by the official, and/or credible information from another person.
2. "Past experience" may provide the District official with information relevant to the

possibility of violation, as well as information which enables the official to evaluate the credibility of information from another person.

3. "Credible information from another person" may include information which the District official reasonably believes to be true provided by another District employee, a student, a law enforcement or other government official, a parent, or some other person.
4. "Reasonable in scope" means that the manner, frequency, and extent of the search are reasonably related to the objectives of the search, limited to the particular student infraction, and not excessively intrusive in light of the student's age, sex, maturity, and the nature of the infraction.

VOLUNTARY CONSENT

When a District official has reasonable suspicion to believe that evidence of a violation of law, Board policy, administrative regulation, or school rule is present in a particular District-owned storage area assigned to a student, or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the evidence sought. Before making a search, the official should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing, or personal property.

If the student refuses consent, the official may search for the evidence after evaluating student and staff safety using the least intrusive search methods available. Refusal to consent may be considered defiance and may result in discipline. The official may elect to contact the student's parents or contact law enforcement officials to assist with the search.

SEARCH FOR EVIDENCE OF A VIOLATION – STUDENT OR PERSONAL PROPERTY OF STUDENT

1. A search may be conducted of an individual student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bags, backpacks, or other containers used to carry belongings; and an automobile brought by the student to campus and parked on the campus subject to District and school regulations.
2. All searches shall be based on reasonable suspicion and shall be reasonable in scope.

3. Searches will generally be conducted by a building administrator. In certain circumstances, a law enforcement official(s) may assist a building administrator.
4. The student will generally be permitted to be present during a search of the student's personal property. The student's presence is not required, however.
5. Search of a student will be limited to the student's clothing only. Clothing means the student's coat, pants, socks, shoes, shirt, or other such garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
6. A District official of the same sex as the student will conduct search of a student, except in emergency/dangerous circumstances.
7. Where the object of the search may be felt by a "pat down" of clothing or personal property, the District official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
8. Searches of a student will be conducted in privacy, out of the view of other students, staff, and others and in the presence of an adult witness of the same sex as the student, except in emergency/dangerous circumstances.
9. Any item removed from the student as a result of the above procedures, which is not evidence of a violation of a law, Board policy, administrative regulation, or school rule may be returned to the student, as appropriate.
10. School officials will attempt to notify parents of students involved in a search of the person or personal property.

ROUTINE INSPECTION OF DISTRICT PROPERTY ASSIGNED TO STUDENTS

1. Lockers, desks, and other storage areas provided by the school and assigned to a particular student(s) are the property of the District, remain in the possession of the District, and are under the control of the building principal.
2. Students may use District-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and

activity programs only. No other purpose is permitted.

3. Students shall be provided notification that District-owned storage areas assigned to students are subject to routine inspection without prior notice for any reason, to:
 - Ensure that no item which is prohibited on District premises is present;
 - Ensure maintenance of proper sanitation;
 - Ensure mechanical condition and safety;
 - Reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the District.
4. Students are expected to assume responsibility for the security of their lockers.
5. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

EMERGENCY/DANGEROUS CIRCUMSTANCES

1. Where a District official has knowledge which would lead a reasonable person to believe that either an emergency or dangerous circumstance exists and that it is necessary to act to protect the safety of any person or property, the official may make a search to the extent necessary to relieve the emergency or dangerous circumstance.
2. In responding to such an emergency or dangerous circumstance, the actions of the official shall be reasonably effective and no more intrusive than necessary.

OTHER SEARCHES

1. Student vehicles may be parked on District property on the condition that the student and his/her parent(s) allow the vehicle and its contents to be searched upon reasonable suspicion that the vehicle contains evidence of a violation. Additionally, student vehicles on another school district's property or on other property where activities under the jurisdiction of the District occur shall also be subject to such conditions. This applies to activities sponsored by the Oregon School Activities Association (OSAA) or other voluntary organizations approved by the State Board of Education.

If a student or parent(s) refuses to allow access to a vehicle when requested under

the circumstances described above, the student's privilege of bringing a vehicle onto District property will be terminated. A refusal will subject the student to discipline up to and including expulsion and law enforcement officials may be notified.

2. Metal detectors, including walk-through and hand-held devices, may be used when the Superintendent or designee determines that there is a need for such detectors based upon reasonable information or a history or present condition of:

- Weapons or dangerous objects found at school, on District property, at a school function, or in the vicinity of the school; or
- Incidents of violence involving weapons at a school, on District property, at a school function, or in the vicinity of the school.

Upon positive detection, a student will ordinarily be asked to voluntarily remove the metal item. The District official may search the clothing or personal property of the student for the item if the student refuses consent or if the positive metal detection is not satisfactorily explained.

3. Drug-detection dogs may be used when the Superintendent or designee determines that there is a need for use of such dogs based upon reasonable information or a history or present condition of:

- Drugs and/or drug paraphernalia use/possession at school, on District property, at a school function, or in the vicinity of the school; or
- Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on District property, at a school function, or in the vicinity of the school.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in District facilities including, but not limited to, District-owned storage areas, in student personal belongings such as backpacks, or in student vehicles parked on District property upon reasonable suspicion to believe that contraband is in the area or vehicle.

Drug-detection dogs will not be used for general or dragnet searches while students are present in the vicinity of the search. General District property searches, however,

may be conducted before or after school, or while classes are in session.

The intent when using a drug-detection dog is not for a direct search of a person. However, reasonable suspicion of possession of contraband may preclude that intent.

DISCIPLINE

Possession or use of unauthorized, illegal, unhealthy, or unsafe materials will result in the following:

1. Seizure of the material:
 - 1.1 Property, the possession of which is a violation of Board policy, administrative regulation, or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the District as deemed appropriate by the building principal.
 - 1.2 Stolen property will be returned to its rightful owner.
2. Discipline up to and including expulsion and notification of law enforcement officials as appropriate or as otherwise required by law or Board policy.

NOTICE

Notice of the Board's policy and pertinent provisions of this regulation will be provided to staff, students, and their parent(s) annually through such means as staff and student/parent handbooks.

Refer to Policy JFG

SECRET SOCIETIES/GANGS

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities.

A secret society or gang is defined as a group that identifies itself through the use of a name, unique appearance, or language including hand signs, claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity. Hillsboro School District as a partner of the Washington County Gang Intervention Team will enforce the following restrictions.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which shows evidence of membership or affiliation in any gang.
2. Shall commit any act or use any speech, either verbal or nonverbal (e.g. gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
 - Soliciting others for membership in gangs;
 - Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - Committing any other illegal act or other violation of District policies;
 - Inciting other students to act with physical violence upon any other person.

PENALTIES

May result in serious disciplinary action including expulsion. (See Discipline Group A and B offenses.)

Refer to Dress and Grooming Section, for more specific gang dress information.
Policy JFCEA.

TOBACCO

Sale, possession, and/or use of any tobacco substance or imitation products, including smokeless, in any form on school premises or in the observable vicinity of the school campus, in District vehicles, or at District-sponsored events are strictly prohibited.

PENALTIES

1. First Offense. Confiscation, in-school discipline, detention, school community service, or short-term suspension from school.
2. Second Offense. Suspension from school for a minimum of three (3) days.
3. Subsequent Offense. Subsequent offenses may require enrollment in a tobacco treatment program and/or possible recommendation for expulsion from school.

**VEHICLES
MOTORIZED AND NON-MOTORIZED**

School regulations concerning the use of vehicles by students for transportation to and from school or at school activities are necessary because of parking hazards, dangerous traffic patterns, safety and supervision of non-drivers, school accountability to parents, and the control of loiterers. Vehicles are subject to search per Search and Seizure section.

MOTORIZED VEHICLES

Students who are licensed drivers may be authorized to drive a vehicle to and from school under the following conditions:

1. All vehicles driven to school must be registered with the school administration. Permission to park at the school is at the discretion of building administrators and may be limited if space is unavailable or withdrawn for violation of these regulations.
2. Local and state traffic laws and school vehicle regulations must be obeyed.
3. Violators of the above regulations are subject to having their vehicles towed away at the owner's expense and appropriate disciplinary action.
4. Permission to use student vehicles during school hours must be obtained through the school office. Vehicles are off limits during the school day except with permission of school authorities.
5. Failure to operate a motor vehicle in a careful and prudent manner will be cause for revocation of permission to park and drive on District property.

NON-MOTORIZED VEHICLES

A student may ride a bicycle to and from school under the following conditions:

1. Students must follow local school site regulations and park in designated areas.
2. Students must follow the legal traffic rules established for bicycles by the Oregon Motor Vehicles Division.
3. Violators of the above regulations may forfeit their bicycle-riding privileges.

Horses or unauthorized motorized vehicles are not allowed on District campuses or athletic fields. Skateboards, scooters, and roller blades may not be used on any District properties.

**WEAPONS
Policy JFCJ**

Except for law enforcement officers, individuals, regardless of license or other authorization to carry loaded or unloaded firearms, may not possess such firearms upon entering any school building or facility. Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Weapons and replicas of weapons are forbidden on school property. Students shall not bring, possess, conceal, or use a weapon on or at District property, at activities under the jurisdiction of the District, or at interscholastic activities administered by the OSAA.

Weapons include, but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious or irritating gasses, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or patrons.

Prohibited weapons or replicas of weapons are subject to seizure or forfeiture. Students possessing weapons will be reported to the student's parents and may be reported to the appropriate law enforcement agency. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist in possession in any way.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device while in school or at a school-sponsored activity shall immediately report such violation to an administrator, his/her designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred.

Administrators shall also notify the appropriate law enforcement agency that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator. For purposes of this policy and as defined by state and federal law, dangerous weapon, deadly weapon, firearm, and destructive device are defined as follows:

"Dangerous weapon" means any weapon, device, instrument, material, or substance, animate or inanimate which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. (ORS 161.005)

"Deadly weapon" means any instrument, article, or substance specifically designed for and presently capable of causing death or serious injury.

"Firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, frame, or receiver of any such weapon, or any firearm silencer.

"Destructive device" is defined as a bomb, grenade, rocket, missile, mine, or device converted into a destructive device.

PENALTIES

Incidents of students possessing dangerous or deadly weapons, firearms, or destructive devices will be reported to the student's parents and a referral to the appropriate law enforcement agency shall be made. Students bringing firearms, dangerous weapons, deadly weapons, and/or destructive devices to school will be expelled for a period of not less than one year. However, on a case-by-case basis, the Superintendent may modify this expulsion requirement. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JDGA/JGEA: Discipline of Disabled Students, and accompanying administrative regulations.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on District property will be subject to seizure or forfeiture except in the following circumstance: The firearm or weapon is possessed by a person who is not a student and who is not otherwise prohibited from possessing the firearm, and the firearm is unloaded and locked in a motor vehicle.

The District may post a notice at any site or premise off District grounds that at the time is

being used exclusively for a school program or activity. The notice shall identify the District as the sponsor, the activity as a school function, and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

SAFETY ASSESSMENT

The Safety Assessment process is an important tool for promoting and maintaining safe schools. Whenever a student is violent or threatens others, school staff will initiate a Safety Assessment.

The Safety Assessment is a multi-step process that evaluates the student and the student's environment for risk factors that could contribute to unsafe behavior. The assessment may include interviews with the student, parents, and school staff; review of student records and behavioral history; and evaluation by a mental health professional, such as a clinical social worker or clinical psychologist.

The results of the Safety Assessment are used by school and District administration to determine disciplinary actions, to develop behavioral intervention, and to establish a safety plan consisting of supervision and monitoring strategies. The Safety Assessment process is intended to help protect students, staff, and the school community.

THREATS OF VIOLENCE Policy JFCM

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on District property or at activities under the jurisdiction of the District.

Students shall be instructed that they are responsible and expected to inform a teacher, counselor, or administrator of any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the District. Staff shall immediately notify an administrator of any threat, threatening behavior, or act of violence he/she has knowledge of, has witnessed, or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student

bringing, possessing, concealing, or using a dangerous weapon, deadly weapon, firearm, or destructive device as prohibited by state and federal law and Board policy.

The school principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage school property.
2. Placing the student in a setting where the behavior will receive immediate attention including, but not limited to, the office of the school principal, vice principal, or counselor or a school psychologist licensed by TSPC or the office of any licensed mental health professional from a school administrator, counselor, licensed mental health professional, or others.
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The school principal shall ensure notification is provided to:

1. The parent or legal guardian of any student in violation of this policy and the disciplinary action imposed.
2. The parent or legal guardian of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student.
3. Any school employee whose name appears on a targeted list threatening violence or harm to the District employee and when threats of violence or harm are made by a student or others.

CORPORAL PUNISHMENT

1. Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student.
2. Corporal punishment does not include the emergency use of reasonable force by a school administrator, teacher, school employee, or volunteer as necessary to maintain order or to prevent a student from harming himself/herself, other students, and school staff or property.

3. Corporal punishment is not construed to include physical pain or discomfort resulting from or caused by:
 - 3.1 Training for or participation in athletic competition voluntarily engaged in by a student.
 - 3.2 Recreational activity voluntarily engaged in by a student.
 - 3.3 Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects.
 - 3.4 Protective Physical Interventions (previously known as physical restraints) as part of the positive behavior support plan in a student's individualized education program which has been signed by the parent and is carried out according to District procedures (OAR 581-021-0062.) The District is using the Oregon Intervention System (OIS) training procedures and suggested protective physical interventions to support special education students. The administration will develop effective alternative procedures to assist in reinforcing positive behavior. Physical restraints or the use of aversive techniques as part of a behavior management program in a student's individual education program which has been signed by the parent and is carried out according to District procedures.

Corporal punishment shall not be employed in the Hillsboro School District (OAR 581-21-0061). The administration will develop effective alternative procedures to assist in reinforcing positive citizenship.

Refer to Policy JGA

COMPLAINT PROCEDURE

1. Purpose. The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a claim or complaint.
2. Time. The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration.

3. Confidentiality. The teacher/student or employee shall not publicly discuss such complaints with other students in the school. There shall not be reprisal of any kind to embarrass or punish the student or the parent so complaining.
4. Levels of Hearing.
 - 4.1 A student or parent with a complaint shall first present it informally to his/her teacher or the appropriate school employee.
 - 4.2 If the complaint is not resolved, the complainant shall:
 - a. Informally address the issue with the building principal, or
 - b. Present a formal claim in writing (including all supporting statements and evidence) to the principal.
 - 4.3 If the complainant deems it desirable to carry the complaint beyond the decision reached by the principal, he/she shall within ten (10) school days file the complaint with the Superintendent. The Superintendent shall evaluate the evidence and render a decision within ten (10) school days after receiving the appeal.
 - 4.4 If the complainant deems it desirable to carry the complaint beyond the decision reached by the Superintendent, he/she shall within ten (10) school days request a review by the Board at its next regularly scheduled meeting, and a final determination shall be made within thirty (30) calendar days from said meeting.
 - 4.5 Persons may, after exhausting local complaint procedures, appeal in writing to the state Superintendent of Public Instruction. The appeal should be made immediately and no later than thirty (30) calendar days.
5. Withdrawal. A complaint may be withdrawn by the complainant at any level without prejudice, reprisal, or record.
6. Hearings and Decisions. At each of the levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and include supporting rationale with the exception of the initial formal contact. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Refer to Form KLD-AR (Appendix B)

**HILLSBORO SCHOOL DISTRICT 1J
STUDENT HARASSMENT COMPLAINT FORM**



Name of complainant: _____

Grade of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Names of witnesses (if any): _____

Evidence of harassment, e.g., letter, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

**HILLSBORO SCHOOL DISTRICT 1J
CITIZEN COMPLAINT PROCEDURE FORM**



Name of complainant: _____

Address: _____

Phone: _____

As briefly as possible, state the complaint, individual(s) involved, efforts at resolution, and what steps would resolve the complaint.

Nature of Complaint: _____

What steps have you taken to resolve the issue? _____

What steps would you have the District take in order to resolve the complaint? _____

Date: _____ Signature: _____

Standards of Student Conduct 2010-11



HILLSBORO
SCHOOL
• DISTRICT 1J •

The Standards of Student Conduct are reviewed annually by principals, assistant principals, and District administrators to align with Board Policy and practices.

The Standards of Student Conduct are published for the students, parents, patrons, and staff of HSD1J by the District's Office for School Performance, 3083 NE 49th Place, Hillsboro, OR 97124.

Your comments are invited.

Phone: 503-844-1500
Fax: 503-844-1540