

**MILLER EDUCATION CENTER  
AND  
HILLSBORO BIG PICTURE SCHOOL**

**PARENT/STUDENT HANDBOOK**



440 SE OAK STREET  
HILLSBORO, OREGON 97123  
503 844 - 1680

**ATTENDANCE HOTLINE**  
ENGLISH 503.844.1680  
SPANISH 503 844.1680

## Hillsboro School District Mission

**HSD Mission:** *Engage and challenge all learners to ensure academic excellence.*

**HSD Strategic Objective:** *All students graduate with career-and college-readiness skills.*

### ***In Hillsboro, we are connected to COMMUNITY, CULTURE, and CAREER***

- *Students deserve at least one identified adult that knows them by name, strength and need, and ensures they are successful in their K-12 education and beyond.*
- *Students deserve academic content that is engaging, connects to their personal goals, and is responsive to the world around them.*
- *Students deserve clear pathways to career preparedness.*
- *Students deserve to have experiences that lead them to believe that diversity and multilingualism are assets.*
- *Students deserve to have experiences that allow them to see their and others' cultures reflected in their learning opportunities.*
- *Students deserve to be surrounded by caring adults who are committed to working together in professional learning communities to ensure equitable support, experiences and outcomes for each of them.*

<b>DISTRICT ADMINISTRATION</b>	<b>BOARD OF DIRECTORS</b>
Superintendent Mike Scott Assistant Superintendent Dayle Spitzer Assistant Superintendent Travis Reiman Assistant Superintendent Kona Lew-Williams	Lisa Allen - Chair Kim Strelchun Erika Lopez Mark Watson Martin Granum Jaci Spross Yadira Martinez
<b>BUILDING ADMINISTRATION</b> Director of Alternative Programs Gregg O'Mara	

Hillsboro School District 1J  
3083 NE 49<sup>th</sup> Place  
Hillsboro OR 97124  
503-844-1500

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## WHO TO SEE FOR WHAT

504 Plans	Counseling Center	Laurie Williams
Absences (Student)	Attendance Office	Lisa McMahon
Address/Phone Number Changes (Student)	Registrar	Laurie Lux
Address/Phone Number Changes (Staff)	Office Manager	Laurie Lux
Alternative Programs	Counseling Center	Laurie Williams
Building Usage (gyms)	Director	Gregg O'Mara
Building Usage (after hours)	Director	Gregg O'Mara
Career and School-to-Work Information	Career Center	Sara Franklin
Community Outreach	Latino Outreach Coord.	Rosa Robles
Custodial	Head Custodian	Richard Rosales
Club/Activity Information	Leadership	Joe Vermeire
College and Financial Aid Information	Career Center	Sara Franklin
Computer Lab Usage	Technology	TBD
Conflict Resolution (Student)	Counseling Center	Sara Franklin
Curriculum	District Office	TOSA's
Donations	Office Manager	Laurie Lux
Fees/Fines	Office Manager	Laurie Lux
Field Trips – other/overnight	Office	Lisa McMahon
Fundraising	Director	Gregg O'Mara
Guest Speakers	Director	Gregg O'Mara
Health Problems and Medications	Health Assistant	Lisa McMahon
ID Card Replacement (Student)	Counseling	Sara Franklin
IEP's	Spec. Ed. Sec.	Anne Lorber
Internet Accounts	Technology	TBD
Keys	Office Manager	Laurie Lux
Mail	Office Manager	Laurie Lux
Maintenance	Head Custodian	Richard Rosales
Parent Volunteers	Counseling	Sara Franklin
Parking Permits – students	Office	Laurie Lux
Phones	Office	Lisa McMahon
Poster Approval	Director	Gregg O'Mara
Professional Development Requests	Director	Gregg O'Mara
Safety Concerns	Safety Committee	Rourke Lowe
Schedule Concerns and Changes (Student)	Counseling	Laurie Williams
Schedule Concerns and Changes (Teacher)	Director	Gregg O'Mara
SST/Care Team Referrals	On-Line	MEC Website
Student Handbook	Director	Gregg O'Mara
Student Applications	Counseling	Sara Franklin
Substitutes	Office Manager	Laurie Lux
Supplies	Office Manager	Laurie Lux
Teacher Check Out	Office	Lisa McMahon
Technology Use	Technology Facilitator	TBD
Transcripts (including Revision Requests)	Registrar	Laurie Lux
Transcripts for graduates	Registrar	Laurie Lux
Translations	Bilingual Sec.	Vanessa Martinez-Ruiz
Visitor Pass for Adult	Office	TBD
Web Page Support	Webmaster	TBD
Monthly Bulletin	Webmaster	Lori MacKinder
Withdraw from School	Registrar	Laurie Lux
Yearbook	Yearbook Advisor	TBD

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## **GENERAL INFORMATION**

1. School Building hours are 8:15 – 3:45. If leaving anytime during those hours, students MUST check out in the main office.
2. Students are expected to be on time and in attendance for the entire school day.
3. Appropriate dress and grooming contribute significantly to effective classroom management. As students, be neat, clean, and wear appropriate professional dress that is in good taste and suitable for the educational setting. Please refer the Hillsboro School District Standards of Student Conduct for detailed examples.
4. Be familiar with all school standards included in the parent/student handbook and Hillsboro School District Standards of Student Conduct.
5. Students should be aware of all district policies.

## **ACADEMIC SEMINAR**

Academic Seminar is every Wednesday morning from 7:55 – 8:55, students school day starts 30 minutes later than normal, 9:15. Please be aware of your bus time pick up as it may be different on Wednesdays.

## **ACCIDENT/INCIDENT REPORTS**

All accidents and incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the health assistant immediately. Also, a completed accident report form must be submitted to the principal within 24 hours or at the beginning of the next scheduled district work day, as appropriate.

## **ALARM SYSTEM (SECURITY)**

The school building is secured with an alarm system that is deactivated during regular school hours. The alarm is on from 8:00 p.m. until 7:00 a.m. on weekdays. On Saturdays, Sundays and holidays, the alarm is activated full time and the building may not be entered.

## **ASSEMBLIES**

Assemblies are planned with the intent to create a positive culture and climate at Miller Education Center and all students and staff are expected to attend.

## **ATTENDANCE (STUDENT):**

1. Be thoroughly familiar with building attendance philosophy, procedures and standards as they apply to both teachers and students.
2. Big Picture Students will have their attendance taken 2 times per day. Once in the morning and once after lunch. If attendance becomes a problem (falls below 85%) your advisor may set-up a meeting with you and your parent to discuss your attendance. You may also be placed on an attendance contract and in the most severe instances your placement at HBP may be revoked.
3. Miller Education Center students will have their attendance taken each period. If attendance becomes a problem (falls below 85%) your advisor may set-up a meeting with you and your parent to discuss your attendance. You may also be placed on an attendance contract and in the most severe instances your placement at MEC may be revoked.

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### **BOARD POLICY HANDBOOKS**

The District Policy Handbooks are located in the administrative offices and the library. Students may use this document whenever questions arise concerning district policy. Policies can also be accessed via the Hillsboro School District web page.

### **CALENDAR**

The monthly school calendar is posted on the school website.

### **CLUBS**

Staff members who are supervising student clubs are in charge of organizing meetings.

Meetings should occur before school, after school or during lunch.

Any student can create a club as long as there is a staff member willing to supervise the club and you follow all of the district requirements for new club start-up.

### **COMPUTER LAB**

The computer lab may be available for staff and student use before and after school as well as during periods when no class are assigned to the lab. Students should not be in the computer labs without supervision.

### **CLASSROOM BEHAVIOR:**

1. Classroom behavior, attendance, daily participation and grading standards should be shared with you in writing at the beginning of each grading period.
2. Students are expected to arrive on time to class and participate appropriately per the agreed upon classroom behavioral standards.
3. Students that are a disruption to the learning environment may be removed from the classroom and will not be able to return until the teacher and student have had an opportunity to discuss the behavior and agree on a remedy.
4. Students that continue to interfere with the learning of others may have the placement revoke.

### **DISMISSAL OF STUDENTS (SEE DISTRICT POLICY HANDBOOK)**

Individual students may be dismissed from class, at the teacher's discretion, to work in other areas of the school, such as the computer labs or media center. An entire class may utilize these facilities only when prior arrangements have been made. Students may be released from class temporarily to run an errand or to visit the restroom. Under no circumstances should any students be released from class for other reasons.

### ***EMERGENCY SCHOOL CLOSURES***

AM radio stations that carry weather closure announcements between 6:30 a.m. and 8:00 a.m. include KEX (1190), KYTE (970), KXL (750), KUIK (1360), and KYXI (1520).

Please do not call the school or the district office on mornings when the weather looks bad, as the telephone lines are often flooded with calls from parents and students. If uncertain, please check the Hillsboro School District Website.

### ***FOOD***

General guidelines relative to where food and drink are allowed on campus are as follows: Food and beverage consumption is limited to the commons, main hall and the courtyards. Food and beverages are not allowed in the computer lab. Food will be allowed in the classrooms at the discretion of the teacher as long as it does not detract from the educational environment.

### ***INTERNSHIPS***

Real world learning is best accomplished in the real world. Big Picture students intern--often twice a week for an entire school day--with experts in their field of interest, completing authentic projects and gaining experience and exposure to how their interests intersect with the real world. Internships are required for ALL Big Picture students, please work with our ITS coordinator and your advisor to secure your internship.

### ***LEAVING CAMPUS***

Per the Hillsboro School Board of Directors, ALL HSD schools including MEC/HBP are CLOSED CAMPUSES. Students that leave campus during the school day and return WILL be searched in order to ensure that they did not bring on campus a banned substance. They may also be suspended, each circumstance is different and each incident will be handled as such. If a student continues to violate the CLOSED CAMPUS policy they may have their enrollment at MEC/HBP revoked.

### ***MATERIALS DISTRIBUTION***

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

### ***POSTERS***

Posters (outside of your classroom) related to the instructional or extracurricular program may be posted after approval from Administration. They should only be affixed to tack strips on halls.

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## **RECYCLING**

All rooms have paper recycling bins. Students should use these bins at all times. A recycling team will empty bins regularly.

## **STUDENT/PARENT HANDBOOK**

The student/parent handbook can be accessed through the Miller Education Center Website. Hard copies are available upon request.

## **VISITORS**

Students from other schools are not allowed to visit Miller during school hours. Students that have graduated from Miller may be allowed to visit during specific times of the year but all visitors must check in with the main office before going out into the building.

## **VOLUNTEERS**

The district encourages groups and individuals to perform appropriate volunteer tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students. Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the volunteer office.

Volunteers need to log their hours for record keeping. During the school day, this can be done at the main office or the Parent Volunteer office. If you have volunteers helping or a parent meeting after school hours, please turn in the sign in sheet to the Volunteer office. Sign-in forms are available in that office.

### **Group A (Administrator Handled) Offenses:**

When a student commits a Group A offense, the staff member should send the student to the administrator. A student discipline referral will need to be completed by the staff member (as soon as possible). For Group A offenses, only the top portion of the referral needs to be completed.

### **Group B Offenses:**

When a student commits a Group B offense, the teacher

Step 1: Teacher speaks to student about his/her actions and suggests a positive replacement behavior.

Step 2: The second time the student commits a similar action; the teacher will discuss the action with the student.

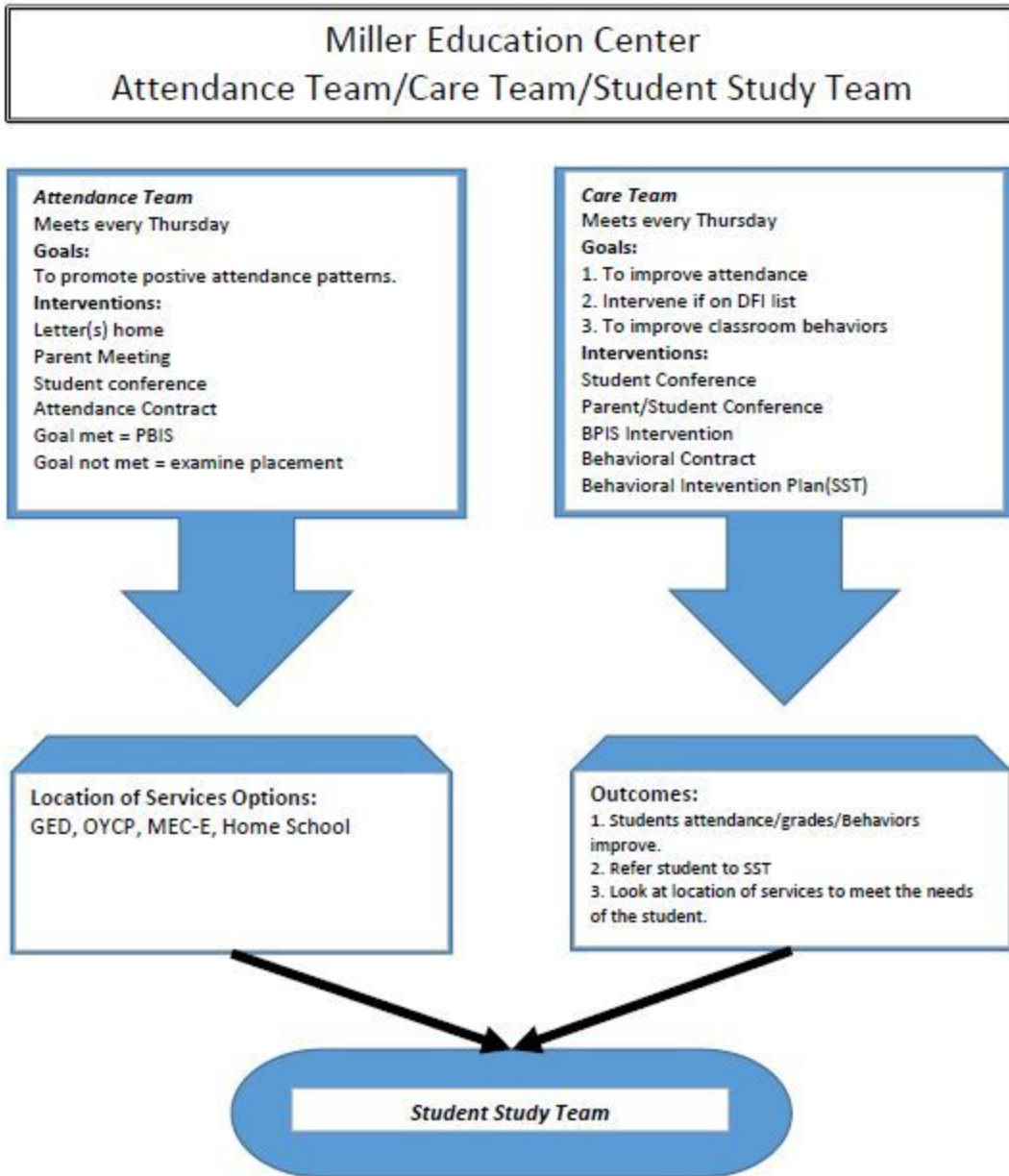
- 1) Listen to the reasons why the student is behaving in the manner.
- 2) Use eye contact and let the student explain.
- 3) Ask clarifying questions to ensure that you get the story correct and that the student feels listened to.

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- 4) Problem Solve - work with the student on ways for them to be successful in the classroom. You should include students in the problem solving process.
- 5) Call home.

**Step 3:** If the student continues this behavior, the teacher will move to a Group A offense and send the student to the appropriate administrator.





### **MAKE-UP WORK**

Whenever a class is missed, it is the student's responsibility to check with the teachers concerning make-up assignments. It is important that this be done the day the student returns to school so he/she doesn't fall behind the rest of the class. Students will be allowed one more day than the number of days absent to complete their make-up work. Example: If a student is out three days, he has four days in which to make up the work missed in class. This policy does not apply to tests, exams or major projects which are scheduled in advance or in cases where written class guidelines take precedence. Please teach students to be accountable for deadlines.

If a student is going to be absent or suspended more than three days, assignments may be obtained by calling the attendance office. Teachers should make every effort to fill those requests within one day.

Students participating in activities which take them away from school, such as band, speech, or sports should arrange to get their assignments in advance of the trip in order to keep up with class assignments. Teachers should make every effort to provide the assignments in advance.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Students may be excused from school for religious instruction, not to exceed five hours a week for grades 9-12. The attendance office will notify the teachers of any students who are excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day. *See policy JEFB.*

### **SCHEDULE CHANGES**

Student requests for changes in his/her program of classes are an inevitable part of our school program. Regardless of the registration process, interests change, abilities are misjudged, and student effort is unpredictable. A schedule change form is available in the Counseling office that reads: A student who drops a class after two weeks may receive a grade of "F" for the semester, unless the teacher indicates "no penalty" due to an error in level placement or extenuating circumstances. The "F" is then calculated into the student's cumulative GPA and appears on the transcript. Validity and merit of the request will be taken into consideration first.

This school year, due to scarce resources, the ability to change from one elective to another will be very difficult, and any change will probably prompt other adjustments to the schedule. Use good judgment if a student discusses a possible change with you. Encourage them to give the class a chance for one semester, then see their counselor to change second semester.

**SECONDARY GRADE SYMBOLS GUIDELINES** (from District Policy)

- A: SUPERIOR  
Given for work of such character as to merit special recognition. A (point value 4) is a final grade used in the calculation of the GPA. Graduation credit is awarded.
- B: ABOVE AVERAGE  
Indicates above average performance. B (point value 3) is a final grade used in the calculation of the GPA. Graduation credit is awarded.
- C: AVERAGE  
Indicates average work which meets minimum course requirements. C (point value 2) is a final grade used in the calculation of the GPA. Graduation credit is awarded.
- D: BELOW AVERAGE  
Indicates work below average which does not fully meet the expectations of the course. D (point value 1) is a final grade used in the calculation of the GPA. Graduation credit is awarded.
- F: FAILING  
Indicates failing work which does not meet minimum requirements and demonstrates a lack of competence. F (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is 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 a final grade when the final grade has been earned. The "I" will remain on the report card/transcript until the student provides the missing evidence.
- N: NO GRADE  
For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.
- P: PASSING  
May be awarded to students with modified course objectives. P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
- S: SATISFACTORY  
Assigned only to students working as aides or who have made special arrangements to take a course on a satisfactory/unsatisfactory basis. S is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
- U: UNSATISFACTORY  
Assigned only to students working as aides or who have made special arrangements to take a course on a satisfactory/unsatisfactory basis. U is a final grade that is not used in

the calculation of the GPA. Therefore, the student's GPA is not adversely affected. No graduation credit is awarded.

**WF: WITHDRAWN FAILING**

Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade WF (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.

**WP: WITHDRAWN PASSING**

Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class but unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

### ***STUDENT AIDES***

The student aide program grants credit for learning that is not confined to formal classroom settings. In an effort to incorporate experiences in community-based learning into our school program, the following guidelines have been developed:

- To qualify for student aide credit, students must be registered for at least 4 regular classes. Students will not be allowed to simultaneously register for student aide and work experience.
- Please limit your TAs to one per period.
- Students are responsible for submitting a completed TA request form to the counseling center.
- Students must maintain a 2.0 GPA.
- All student aide credits are acceptable as elective units of credit toward graduation.
- Students working as office aides (administration, library, counseling center) will be awarded a maximum of ½ unit to 1 unit per year, depending on teacher recommendation and satisfactory work.
- Credit is not granted until the full completion of a semester's work.
- The student's immediate supervisor will be responsible to set requirements and recommend credit on an S/U basis.
- Teachers and office staff will take report attendance of aides every day. **Teacher aides should be marked tardy if they are late.** All TAs must have a hall pass when leaving the classroom.
- Students should have a job description as if this were a job. Evaluation of the student should be on fulfillment of the job duties and attainment of the Career Related Learning Standards.

### ***WITHDRAWAL FROM SCHOOL***

Upon notification by the office of a student withdrawing from school, teachers are expected to complete the student withdrawal form, including grade earned to date. Teachers will make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property, including replacement costs if known, and submit the list to the bookkeeping office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.