# GLENCOE HIGH SCHOOL

# 2700 NW Glencoe Rd., Hillsboro 97124

Main office: 503-844-1900 Attendance office: 503-844-1906 Counseling center: 503-844-1904 Athletics office: 503-844-1905 www.hsd.k12.or.us/glencoe



Parent-Student Handbook 2023-2024

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# **Welcome Letter**



August, 2023

Dear Glencoe Care givers and Students,

Welcome to the 2023-24 school year at Glencoe High School! We are ready to begin classes and activities and look forward to our campus being full of energy, students and staff once again.

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

Glencoe is committed to providing the best education for your child. In that regard, we have committed ourselves to the pursuit of the following vision statement.

Glencoe High School desires to be for all students

- a caring and safe community
- that sets and achieves standards
- where learning is rigorous and engaging
- and students leave confident and prepared for college and career

Glencoe's staff is an outstanding group of professionals and we are excited about the school year and look forward to having a successful and productive year with each of our students.

Claudia Ruf

Principal

TEAMWORK \* INTEGRITY \* DIVERSITY \* EFFORT

#### **Mission and Vision**

At Glencoe High School we embrace and celebrate the traditions of the Crimson Tide and set forth a vision and mission dedicated to serve all of our students. We embrace the ideal of ROLL TIDE in our daily interactions with students, staff, parents, and the community.

#### Mission

Engage and challenge ALL learners in preparing for career, college, and life.

#### Vision

Know, value, and empower every student to achieve their dreams.

#### Values

At Glencoe, we have a long tradition of respectful academic-minded and focused students. We embrace the values of ROLL TIDE in our daily interactions. We strive to create a culture and climate where all communities, staff, and students feel known, valued and empowered to succeed. We support the values of

- **R R**elationships
- **O O**n–time and On-task
- L Learning-focused
- L Legacy

- T Teamwork
- I − Integrity
- **D** − **D**iversity
- E Engagement

**Relationships** – Relationships are at the center of the work we do. We seek to create lasting and purposeful relationships between our students and the community that surrounds them in order to help our students succeed.

**On-Time and On-Task** - Timeliness and hard work are both important and necessary skills during and after high school. At GHS we expect students to be responsible with their time by attending regularly, being on-time and prepared in their classes, utilizing time provided to complete their work, turning in work and projects on-time, and taking responsibility for their actions.

**Learning Focused** - School is for learning, and at Glencoe we support the work of our students and teachers in the classroom to create and offer challenging and meaningful opportunities for learning. Students who engage in meaningful learning opportunities see the relevance, meaning, and purpose of the work they are doing daily and extend this beyond the classroom.

**Legacy** - Legacy and tradition at Glencoe are an important part of who we are. We take great pride in the history of our school and the community surrounding it. Each individual (students, staff, and community members) at Glencoe plays an important role in helping to maintain and grow this legacy.

**Teamwork** - Teamwork and collaboration are essential skills for success in school and beyond. At GHS we work to support each other in all endeavors, especially in the learning that takes place in the classroom.

**Integrity** - At GHS we do what is right because it is the right thing to do. We take pride in continually seeking to do what is in the best interest of Glencoe and our school community. We act with integrity in the classroom, in the hallways, and in the community as representatives of the Crimson Tide.

**Diversity** - Our diversity is what makes the Glencoe community so special. Each individual in the community brings unique and interesting perspectives and contributions to our school. Because of each individual and their strengths the collective of Glencoe is better, and for this reason we celebrate our diversity.

**Engagement** - At Glencoe, both staff and students pride ourselves on being engaged in learning in the classroom; engaged in activities, sports, and clubs outside of the school day; and engaged with the community as active partners in ensuring our students' education.

# **School Day Hours**

Glencoe High School front office is open Monday-Friday from 8:00 am - 4:00 pm. During the school day and outside of school hours the building is locked. All entry during the school day must be through the main office. On Monday, Tuesday, Thursday, and Friday classes begin promptly at 8:30 am and end at 3:30 pm. On Wednesday classes begin promptly at 9:00am. The building closes at 4:00 pm and students are expected to leave the building prior to this time. Note for students electing to take a 0 period, it begins at 7:30 am Monday, Tuesday, Thursday and Friday.

Specific bell schedules are available on the <u>Glencoe webpage</u> and also posted throughout the school building for student reference.

# **Student Supervision**

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Supervision will be provided at 8:00 am before school and until 4:00 pm after school. The building will close at 4:00 pm each day. Students who are participating in activities before or after school are expected to be supervised by a school-sponsored adult. Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity. Students need to leave campus promptly at the end of the day, unless they are supervised by a Glencoe sponsored adult.

Students who have late start, early release, an open period, or HOA Concurrent on their schedules will not have adult supervision at those times and should either be enrolled in an offered class or not on campus.

# **Communication at Glencoe High School**

#### **Communication from GHS**

Your student's education requires a partnership and on-going and open communication with families. For caregivers there are a number of ways to contact staff and be aware of your student's academic progress and attendance.

- To receive emails, announcements, weekly calendar, and phone calls from Glencoe please make sure that your name, email, and phone number are all accurate and up to date in our student information system.
- General announcements are shared via the following:
  - o School webpage www.hsd.k12.or.us/glencoe
  - O Auto-dialer to primary phone numbers in student information system
  - O Text reminders via Remind App
  - O Mass email to primary email in student information system
  - O During weekly advisory announcements
  - On school-wide television screens

#### **ParentVue**

Student grades are regularly updated on parentVue – <u>parentVue link</u>. This is an important tool for caregivers to track student progress and to connect with teachers. Your student's teachers can also be emailed through parentVue. If you need assistance connecting to parentVue, please call the school 503-844-1900.

#### **Contacting Staff at GHS**

Inquiries about your student's progress should always be done through the teacher. At GHS there are a few ways that you may contact a teacher or staff member. An updated list of Glencoe staff can be found on the Glencoe webpage - Glencoe HS Staff link

- The easiest way to connect with staff is via email. Emails can be sent through parentVue. Staff will do our best to reply back within 48 hours.
- Staff can also send and receive text messages with their google voice number.
- You can call the school 503-844-1900 and ask for the teacher. You will likely be connected to their voicemail.

# **Glencoe High School Calendar**

Check the school and District websites for the most current information at <a href="www.hsd.k12.or.us/glencoe">www.hsd.k12.or.us/glencoe</a> or <a href="www.hsd.k12.or.us">www.hsd.k12.or.us</a>.

#### **General Parent-Student Information**

#### **Communication to Parents**

Various forms of communication are shared with parents on a regular basis. These communications are sent via auto-dialer messages, mass emails, and on our school webpage. We also send regular communication through the mail. Please make sure that your information is up-to-date and verified on <u>parentvue</u>. If you are not receiving any of these communications please call the school 503-844-1900.

- GHS/District Calendar list important events at <a href="https://www.hsd.k12.or.us/glencoe">www.hsd.k12.or.us/glencoe</a> calendar tab
- Attendance Calls come daily when students are not in class via auto-dialer. Again, if you are concerned that you aren't receiving these calls, please call the school at 503-844-1900.
- Daily Announcements are on the GHS webpage www.hsd.k12.or.us/glencoe
- Weekly Calendar is sent via mass email in Ms. Ruf's weekly updates.
- Monthly parent newsletter is sent via mass email

#### Parent-Student Communication during the School Day

Students are asked to have their cell phones "off and away" or "out of sight out of mind" during the school day. Due to this we ask that parents contact the school in the case of needing emergency contact to their student. Please call the front desk at 503-844-1900 and we will connect with your student immediately. Please note that students should not be sending or receiving texts during class time and we request your support by not trying to contact your student's cell phone during the school day.

# **Parent Information Nights**

At Glencoe we have 4 informational nights for parents. These events are intended to ensure parents are aware of the courses and activities offered at GHS, to encourage connections between GHS staff and parents, and of course to promote the success of our students. Please mark your calendars. The events are:

- Crimson Days Registration on Wednesday, August 23 4:00pm-8:00pm and Thursday, August 24 9:00am-1:00 pm.
- Back to School Night on Wednesday, August 30, 5:30-7:30 pm.
- Parent/Teacher Conferences in November 20-21 times TBD.
- Academic Planning Night on Tuesday, March 19, 2024, 6:00-8:00 pm.
- Senior Project Showcase on Wednesday, May 22, 2024, 6:00-8:00 pm.

#### **Building Security and Safety at Glencoe**

Maintaining a secure campus is our primary concern. Between the hours of 8:30 and 3:30, the only entrance into GHS is through the door in the main office, all other doors are to remain locked. Students and staff should NOT prop open exterior doors or let people into the building during these hours. Any students who do this will be in violation of our building security and safety policy and will receive consequences. All staff and students must have and present a valid school ID to be buzzed in by front office staff and enter the building. All visitors must be buzzed in by front office staff. Because Glencoe is a closed campus, all visitors should have a pre-arranged purpose or meeting and are required to check-in at the main office to sign in and must obtain a nametag if entering spaces other than the front office. For security reasons, former students and other school-age children are not allowed on campus during the school day.

#### Scheduling Appointments

Due to scheduling constraints, an administrator or counselor is generally not available for drop-in meetings. If you are seeking to meet in person with an administrator or counselor, we ask that you please schedule an appointment ahead of time. To schedule an appointment with your student's counselor please call the counseling secretary at 503-844-1904. To schedule an appointment with your student's administrator please call the assistant principal's secretary at 503-844-1900 ext. 3516.

#### **Visitor Badges and IDs**

To maintain a safe and secure campus where all students and staff are easily recognizable, any person on the Glencoe campus is required to have a visible form of identification. For teachers and students this is a school-provided ID card that can be shown upon staff request. For guests and visitors, all visitors are required to check-in at the front office and a visitor ID sticker should be obtained if approved to go elsewhere in the building.

#### **Building Hours and Adult Supervision**

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Supervision will be provided at 8:00 am before school and until 4:00 pm after school. The building will close at 4:00 pm each day, and students who are unsupervised will be asked to leave the building. Students who are participating in activities before or after school are expected to be supervised by a school-sponsored adult. Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity. Students need to leave campus promptly at the end of the day, unless remaining with a school-sponsored staff member for a **supervised** activity.

# Address and Telephone Number Change

Our ability to contact parents in case of an emergency depends on the accuracy of current contact information. Please ensure that all contact information in <a href="ParentVue">ParentVue</a> is up to date and verified. Please notify the registrar immediately in the case of home and/or work telephone or address changes by calling the office at (503) 844-1900. Also, the school makes regular attendance calls to phone numbers that are listed in Synergy, please ensure that you have updated contact information so that you are receiving these calls. Please note that sometimes students block GHS numbers on their parents' phones in order to prevent these calls from going through. This is an urgent situation that creates a safety concern. Please check your phones for blocked numbers if you worry this might be the case.

#### **Volunteer Opportunities**

#### Glencoe Parent Club

The Glencoe Parent Club acts as a service group for the school by supporting and assisting with student activities and special events. The club sponsors a variety of events and activities such as meals for staff (BTSN, Staff Appreciation and Senior Breakfast). The Senior Grad Party Committee will be established each Spring to help support senior breakfast and grad party. A complete list of the committees will be sent home in the registration packet, and all parents are encouraged to be active on one or more of them. Meeting dates and times are available on the Glencoe website or by calling (503) 844-1900. Dates and additional information are also announced in the school's newsletter.

#### **Adult Volunteers**

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

#### **ELD/Migrant Parents**

There will be informational meetings and activities for parents of ELD/Migrant students each semester. The dates for the meetings will be announced. Both meetings will take place in the Media Center. For more specific information please contact the Family Outreach Liaison at (503) 844-1900.

#### Student Fees and Fines

#### Student Fees

Please refer to the fee schedule posted in the District Section of this handbook.

#### **Unpaid Fees**

Seniors with an outstanding balance (school or activity fees) may not be allowed to participate in prom or commencement exercises. Additionally, seniors will not be able to pick up graduation tickets unless all fees are paid,

and they are on track for graduation with required credits and passing all classes. Fees not paid at the middle school level will follow students to high school.

#### **Fines**

Fines may also be incurred for parking violations, damage to school property, or failure to return books or technology checked out from the library, this includes textbooks and Chromebooks.

#### **Textbooks and Chromebooks**

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

- Students must return materials to the library and turn in the same materials they checked out from the library.
- Students should check all materials carefully when they are checked out to them.
- Students are required to pay for lost books or materials damaged beyond use.
- Charges will be based on the replacement cost of the lost or damaged materials.

All fees must be paid and all materials (technology, textbooks and library books) returned prior to participation in prom and commencement activities. Diplomas will not be given to seniors who have outstanding balances.

#### Student Body Cards

All students will be issued a student body card. Students will have their ID picture taken at registration or upon enrollment. All students must carry their ID card at all times while on campus or at school sponsored events; and must present the ID to district or building staff upon request. Students who lose or break their ID cards must get a replacement from the Assistant Principals' office. Students with repeated incidents of lost or forgotten ID cards may be charged \$5 for a replacement at the administrator's discretion.

#### **ASB Stickers**

Leadership strongly encourages students to pay student body dues. Dues provide operating funds for extracurricular activities such as assemblies, athletics, publications, and dances, from which all students benefit. Students who pay ASB dues are entitled to free admission to home athletics events and reduced costs for dances and other school sponsored events.

#### **Student Parking Pass**

Students who choose to drive to Glencoe must purchase a parking pass to be able to park on campus. Students must purchase their parking pass at registration. Cost is \$30, with an additional cost for senior reserved parking. Students must present a valid license, proof of insurance, and parent approval in order to purchase a student parking pass.

#### Attendance Information

## Late Arrival and Early Dismissal

Two critical keys to successful attendance are well-informed parents and students and good communication. Oregon Law charges the school, <u>not the parent</u>, to determine which absences, other than illness or family emergency, should be excused.

#### Students may not leave the school campus without permission!

Oregon Revised Statutes provide that all persons between the age of six and eighteen years, who have not completed the twelfth grade, are required to attend regularly and be enrolled full-time in the appropriate school in the attendance area in which they reside. Applications for exemptions may be made at the school where the student is enrolled. See the attendance section in the Standards of Student Conduct for specific guidelines and policies.

**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).

#### **Appointments**

Students who need to leave campus for any reason during the school day (e.g. doctor's appointment, sick, family emergency) must be excused by parents and need to check out in the attendance office. The process for student check-out is:

• Parent/guardian calls the attendance office to excuse their student.

- Attendance office delivers a pass to student's classroom to leave at appropriate time.
- Student should take the pass to the attendance office and check out before leaving the building.

Please make every effort to schedule appointments outside of instructional time. There are approximately 80 non-school days for appointments. Students should avoid appointments during school hours. In the rare instance that an appointment is made, the office must be notified no later than 7:30 AM the day of the appointment.

In the rare instance that a last minute appointment or emergency which requires your student's release after 1:45 please feel free to come into the Main Office and fill out an appointment form for your student's release. Between the hours of 9:00 AM to 3:00 PM student pick up and drop off can be in the south (visitor) parking lot. At all other times, student. ALL pick up and drop off of students is to be done in the student parking area near the tennis courts.

#### **Excused Absences**

Early dismissal or late arrival is by parent approval only. It is the student's responsibility to have a parent or guardian call the Attendance Office (503-844-1906). Voicemail can be accessed twenty-four hours a day. When leaving a voicemail, or sending a note, please state the reason for absence. If no reason is given the absence will be recorded as unexcused. The State of Oregon authorizes schools to excuse the following:

- Illness, injury for student and/or immediate family member;
- Bereavement;
- Accidents/Emergency;
- Medical/Dental/Counseling appointments;
- Religious Instruction;
- Legal/court issues;
- Education Experiences authorized by the Administration.

Please call the 24-hour attendance hotline at 503-844-1906 to report student absences. Notes will be accepted when phone contact is not possible.

## **Pre-arranged Absence**

Absences for reasons other than illness or family emergency should be arranged by parents <u>before</u> the planned absence. Some examples are family trips, hunting/fishing, school-approved trips/activities such as Outdoor School and athletic events, medical appointments. Please abide by the following guidelines:

- A student may have only five days of pre-arranged absences per semester. Students will not be excused
  during the last week of a semester except in cases of emergency. Pre-arranged absences of more than
  three consecutive school days are strongly discouraged as they will negatively impact a student's academic
  progress.
- A pre-arranged absence will be issued only to students with seven or fewer absences per semester who are passing all classes.
- Parents must call the attendance office to approve the pre-arranged absence. Students then do the following:
  - 1. Obtain permission forms in the attendance office;
  - 2. Obtain teacher signatures, and
  - 3. Return the form to the attendance office prior to the absence.

#### If these steps are not taken, the absence is not pre-arranged, and is unexcused.

• At times, class material covered during an absence cannot be made up (class discussions, films, and lectures). A teacher may choose to give an alternate assignment.

Please note that in a block schedule, missing one day of school is equivalent to missing two full days of classes in a non-block schedule.

• **Field Trips**. Participating in field trips is a privilege, not a right. Students who have many absences (eight or more), or are failing a class <u>may be denied permission to go on a field trip.</u>

#### Unexcused Absence/Skipping

Regular and punctual attendance is a major contributing factor to a student's progress in school, and also helps the student develop habits of responsibility. An absence is considered unexcused if:

A student is absent without an excuse by the parent/guardian;

- A student is absent and the parent/guardian excuse does not fall within state guidelines for attendance;
- A student leaves school or a class without permission from the teacher or administrator in charge.

#### **Tardies**

The expectation of Glencoe High School is that all students are punctual to all classes. If a student arrives to a classroom after the tardy bell they will be considered tardy. Students who are late to class will be required to checkin at the front office attendance desk and get a late slip. We will make contact home to parents for students with a pattern of multiple tardies or for students who arrive more than 15 minutes late to class.

Upon late arrival to Glencoe campus, **ALL students must check in with the Attendance Office**. An Admit Slip will be issued which will give students access to class. If the reason for tardy does not fall under the Oregon State guidelines listed in the Attendance section of this handbook the tardy will be considered unexcused. Because the Hillsboro School District provides reliable and daily transportation, attendance issues related to personal transportation (parent or student) are not considered excused other than for severe emergencies, or extreme weather. We will make contact home to parents for students with a pattern of multiple tardies or for students who arrive more than 15 minutes late to class. As we value timeliness and hope to instill this value in our students, any student with excessive tardies will meet with their grade level administrator and be assigned lunch detentions to make up for missed class time.

#### Irregular/Excessive Excused Absences

Excessive absences negatively affect a student's academic progress. Please inform your student's counselor if there is an extenuating issue that is causing your student to be absent. Administrators, Graduation coaches, and Counselors will set up a parent student meeting to address chronic attendance issues.

#### Truancy

Any student who shows a pattern of irregular attendance and or has multiple unexcused period absences or tardies may be considered truant. When excessive attendance issues inhibit a students ability to get their education a truancy referral may be made. Truancy referrals could result in school discipline including attendance plans up to legal citations for non-attendance. Know that Glencoe's goal is to have students attend so they can learn, and we will seek to partner with families to ensure attendance is improves prior to involving our SRO.

#### Participation Eligibility for After School-Events

Students absent from school for more than half their class day may not be allowed to participate in or attend any school-sponsored activity the day of absence, including any practice, athletic or activities. Students with unexcused absences or suspensions during a school day are also excluded from after-school events.

#### **Independent Student**

A student must be 18 years of age for his/her parent/guardian must to request independent status. Student and parent/guardian must complete and submit the independent student form. For an independent student to be excused they must call prior to 2:00 p.m. the day of the absence. If a student is not 18 years of age and wishes to become independent he/she must become emancipated through a court of law.

#### **Student Information**

Students at Glencoe are expected to follow the principles outlined in ROLL TIDE by fostering positive Relationships, being On-time and On-task, Learning-focused, Legacy-minded, Team-players inside and outside of the classroom, Integrity-minded in their actions and relationships, Diversity-minded and inclusive in their interactions with others, and Engaged in the classroom and Glencoe Community. Throughout the year expectations around these principles will be taught and revisited and students will be held accountable to the expectations of these values at all times while at Glencoe. All information below is in addition to the policies and rules as outlined in HSD Standards for Student Conduct linked here: <a href="https://www.hsd.k12.or.us/Page/684">www.hsd.k12.or.us/Page/684</a>.

#### Advisory, Access Time, and Assemblies

The Advisory class is intended to provide students with a teacher/advisor, and provide time to hear announcements, learn and practice study skills, learn about career-related opportunities and requirements, and review plans for graduation requirements and forecasting. Student attendance to advisory is mandatory and expected.

Access time is dedicated academic support time that is embedded in the school day. This time is dedicated to interventions and extensions of student learning, and offers students opportunities to pursue interests outside of

academics. All students have an assigned access time period and attendance to access time is mandatory and expected.

Finally, advisory and access time is when our assemblies happen. Assemblies can be mandatory or optional depending on the focus. An alternative space will be available to students who choose not to attend optional assemblies. The intent of school assemblies is to provide students with the opportunity to benefit educationally, acknowledge and recognize special contributions or accomplishments of members of our student body or staff, and to develop school spirit and unity. Positive, courteous, and cooperative behavior during all assemblies and school programs is expected and has become a tradition at Glencoe.

#### **Sporting Events**

The Hillsboro School District has a policy that was implemented during the 2018-2019 school year for attending and viewing sporting events. Students who do not follow these rules may not be admitted or may be removed from the event.

- Students are required to present their school-issued student ID to enter the event.
- Students are NOT allowed to bring bags or outside food or drink into any event.
- All school rules apply during sporting events.
- Students are expected to maintain positive attitudes and be good sports during events. Mean or derogatory chants directed towards individuals will not be tolerated.
- All students in middle or elementary school attending athletics events are required to have an adult present.

#### Students in Good Standing

At GHS we recognize students who are *in good standing* with special privileges that include getting and maintaining a parking space, inviting guests from outside schools to dances, and attending dances of other high schools as a guest. Students who are *in good standing* meet the following requirements. Students who are not in *good standing* may be denied any of the privileges mentioned above.

- Their attendance is 90% or better. Please note that this includes both excused and unexcused absences.
- They are passing all courses.
- They have no outstanding detentions
- They have no Class A discipline referrals in the last 30 days.

#### **Closed Circuit Cameras**

Closed circuit cameras are placed throughout Glencoe High School to monitor safety and security and run 24/7. Students should be aware that their actions may be monitored and recorded.

#### Student IDs

To maintain a safe and secure campus where all students and staff are easily recognizable, any person on the Glencoe campus is required to have a visible form of school provided picture identification upon staff request. Students will be required to present their school ID to be let into the building. Students may choose to wear an ID card attached to a lanyard or clip. Students must present ID as requested by district and school staff at any time, including sports events and after school activities.

- Students will be given an ID at Crimson Days Registration. Students unable to attend Crimson Days can get their ID during picture make-up days.
- Replacement IDs Students will receive a replacement ID if theirs is lost or broken. There may be a cost
  associated with this that will be charged to the student's account. Students should get these from the
  Assistant Principal's office.

#### **Hallway Supervision**

Class time is valuable and students are expected to be in class or supervised at ALL times. We follow a 20-20 rule, where students are not allowed to leave class during the first 20 minutes and last 20 minutes of class. Also, students who leave class are expected to have a hall pass. Students in hallways without a pass will be asked to return to class or escorted back to their classroom by campus monitor or another available adult. Student failure to return to class or failure to follow an adult request of returning to class may result in further consequences. Students with 'late start' or 'early release' or with an open period on their schedule are NOT allowed to be in the building during these the periods where these are scheduled.

Students with 'late start', 'early release', 'HOA Concurrent', or with an open period on their schedule are NOT allowed to be in the building during the periods where these are scheduled.

#### Food & Drinks

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

- Food delivery services (Uber Eats, DoorDash, etc.) are not allowed. Food delivered via these services will not
  be accepted by the school, nor are students allowed to leave class or the school building to accept the food
  when it is delivered.
- Food will be allowed only in the cafeteria and the commons area directly outside the student store. General cleanliness of these areas is expected.
- No food or drink items of any kind are to be taken to gyms or Auditorium during school hours. Food may be allowed in classrooms, at the discretion of the staff.
- Students arriving late with food or drink will need to leave these items in the office; they can pick them up during lunch. (added new line)
- Food and drinks may be consumed in classrooms with teacher permission.

#### Lockers

Students who want to be assigned a locker can be assigned one by request at the Assistant Principals office. We strongly encourage students to use a locker to help secure their personal property. Students are responsible for the condition and contents of their assigned lockers and may be charged for damage to provided lock or lockers. It is the student's responsibility to notify the attendance office if a locker is defective or damaged. Students should be aware that lockers are the property of the school district, and that school authorities have the right and the obligation to search lockers when it is suspected they may contain items which threaten student safety or welfare. Students are solely responsible for all property in their assigned lockers. Locker combinations will be given only to the student assigned to that locker with proper identification. Only school-provided locks are to be used.

#### Appropriate Attire

Student dress/grooming should not interfere with the health or safety of any student and should not contribute to a hostile or intimidating atmosphere for any student. Further information about student dress code can be found in the *Standards of Student Conduct* <a href="https://bit.ly/2GdBpWL">www.hsd.k12.or.us/Page/684</a> or in the *Oregon NOW Model Student Dress Code* <a href="https://bit.ly/2GdBpWL">https://bit.ly/2GdBpWL</a>.

Initial referrals by staff in connection with these guidelines will be referred to an administrator. In cases of obvious inappropriateness, the student's parents will be contacted. 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 or repeated offenses may result in disciplinary action.

#### Valuable Personal Property

Unfortunately, thefts occur in every school. *Please do not bring large sums of money or other valuable items to school.* P.E. students should turn in money and other valuables to the teacher during the class period. Don't share locker combinations! Report all thefts to the assistant principals' office immediately, where a theft report can be made. The school is **not** responsible for loss of personal items, including shop projects, PE clothes, cell phones, or other personal items in the building and in the parking lot. Students are also strongly encouraged to utilize a locker and the available PE lockers to lock up backpacks and other belongings in the locker room. Please check with your PE teacher about borrowing a lock. Be sure to pull on the lock to secure your locker and do not store valuable items in the outside pockets of your backpack.

#### Lost or Stolen Items

The school is NOT responsible for lost or stolen items. Students should report lost or stolen items to the assistant principals' office so the loss can be investigated. Items that are turned in as lost will be held in the main office at the lost and found. Students are also strongly encouraged to utilize a locker and the available PE lockers to lock up backpacks and other belongings in the locker room. Please check with your PE teacher about borrowing a lock. Be sure to pull on the lock to secure your locker and do not store valuable items in the outside pockets of your backpack.

#### **Cell Phone and Electronics Policy**

Frequent use of cell phones during instruction time is detrimental to student learning and to the culture of the classroom. Because of this, students are expected to have cell phones "off and away" or "out of sight out of mind"

during instructional time at Glencoe High School. This means that the expectation during class time is that student's cell phones are turned off and in their bag or turned off and not visible. Student failure to follow these requirements will lead to a teacher warning/reminder for a first offense, and for all following offenses students will be required to turn their cell phone into the front office for the remainder of the school day. Multiple cell phone violations will result in administrator disciplinary actions.

Cell phones/electronic devices are discouraged during academic school hours (8:30 am-3:30 pm). Phones/electronic devices are allowed in the cafeteria, commons areas, and hallways only during lunch periods and passing times.

This policy includes, but is not limited to, cell phones, iPods, speakers and all other communication or auditory devices. Cell phones and headphones/earbuds should be off and away during the academic school day. When possible, electronic devices should be left at home.

The school is not responsible for the loss or theft of any electronic equipment.

During appropriate times, students are encouraged to use phones in respectful, responsible ways, especially with regard to social media. Use of communication devices outside of school for disruptive or illicit purposes that impacts and disrupts our school learning environment is not permitted and disciplinary action may be taken. Use of cameras or cell phones with cameras is forbidden in locker rooms and bathrooms and should not be used on campus; and photos/videos of students without permission is prohibited.

Parents needing to reach a student should call the main office. Parents please do not text or call students on their cell phones during the school day and do not expect text responses from your student. The office will contact the student immediately. A phone in the main office is available for students to contact their parents in the case of an emergency. Again, please call the main office to communicate urgent information.

#### **School Dances**

Attending school dances at Glencoe is a privilege. Students earn the right to attend dances and this right can be revoked at any time.

- A *valid* Glencoe Student ID must be shown to gain admittance to all dances.
- Students may bring one guest (for prom only, this includes other Glencoe students) to school dances if a
  guest pass has been previously completed and approved, however, middle school students or students over
  the age of 20 are not allowed to attend GHS dances. Guest forms will be made available 2-3 weeks prior to
  the dance and must be complete and submitted on time for approval.
- GHS students must be in *good standing* (see page 14) in order to bring a guest to a dance. Additionally, the guest must also be in *good standing*.
- Students should be aware that administrators may use an alcohol detection devices (Breathalyzer) at all school dances.
- No outside food or beverages are allowed, but sometimes food and drinks are sold during dances.
- Students who leave the dance will have their dance bracelet removed and will not be readmitted.
- All school rules are enforced at dances and other after-school activities. If students fail to follow these rules they will have their bracelet removed and be escorted from the dance. Further consequences or school sanctions may apply.
- Students suspended from school at the time of the dance may not attend the dance.
- Inappropriate dancing will not be allowed. Violators will have their bracelet removed and be removed from the dance.

#### Parking and Student/Parent Traffic

District bus transportation is available to all students who do not live within walking distance of the school. As such, driving to school and student/parent drop-off and pick-up are considered a privilege and imposes a high degree of responsibility on student drivers and their parents while in the Glencoe parking lots. We insist upon safe vehicle operation at all times and reserve the right of the school to withdraw a student's parking privilege *at any time*. Please extend total cooperation to the parking lot supervisors. Failure to adhere to the rules outlined below or to maintain status of good standing could result in loss of parking privileges.

 Students must have parent approval and are required to show a valid driver's license, Glencoe student ID, parent signature, proof of insurance, and parking space payment receipt prior to obtaining a parking pass.

- A parking form must be filled out and a new parking pass procured every school year.
- A \$30 fee will be assessed for each parking sticker issued. Vehicles not properly registered or displaying an inappropriate parking sticker may be fined. Replacement stickers may be obtained for a \$10 fee.
- All drivers at Glencoe are expected to be familiar with and obey the driving laws as they relate to teenage drivers.
- Student parking is designated only in the parking lot located on the north end of the campus. Students are not to park in either the staff or visitor parking lots, driveway, or along curbs or in fire lanes. Cars parked in a fire lane <a href="may be fined and/or towed">may be fined and/or towed</a>.
- Before school and after school parents pick-ups and drop-offs should only be in the north (student) parking lot. The south parking lot and driveway is intended for school busses, staff, and short-term visitors only.
- Students who loan or sell their parking passes to other students will lose their parking privileges indefinitely.
- Students who speed or drive recklessly on the school grounds are subject to disciplinary action. The speed limit in the lot is 10 m.p.h. Students may be cited for reckless driving and their parking privilege may be revoked for a specified amount of time, including the rest of the school year.
- The parking lot is considered an off-limits area for students during the school day. Any student in the parking lot without authorization may receive a discipline referral.
- The school is not responsible for property damage or theft in the parking lot. Cars should be locked; leaving items of personal property in view within the car should be avoided.
- Students should be aware that the administration has the right and the obligation to search any vehicle on school grounds when there is reason to suspect it may contain items which threaten student safety and welfare.

#### School-Provided Network and Technology Guidelines

Glencoe has technological resources, and it is our mission to educate all students to be technologically literate. Students will have 1-to-1 access to a school provided Chromebook where they can create both paper and digital projects and assignments. Students will check out a 1-to-1 Chromebook device to start the school year and return said device at the end of the year. Students are subject to strict laws and school regulations when using school provided technology including wireless access. Students risk losing full computer or Internet access if these regulations are violated. Students may also be held financially responsible if their school-issued device is either lost or damaged.

#### After School or Lunch Detention

Many students with discipline incidents are in need of extra time to work on missing assignments and class work. Because of this need, we will be holding after school detentions Tuesday, Wednesday, and Thursday from 3:45-4:45 PM in the Library and lunch detentions for the first 20 minutes of each lunch. Students will be assigned after school or lunch detention for skipping, truancy, irregular attendance, minor infractions during class time, and as deemed appropriate by the student's administrator. When after school detention is assigned, a parent will be contacted.

# **Student Expectations for Attendance**

We value attendance because of its influence on student academic success. It also develops and reinforces "soft skills" necessary for future employment. We expect that students are in classes on-time, responsible for their attendance and non-attendance, and aware that regular attendance positively impacts grades. Teachers will be making contact home when attendance becomes a concern in their class. When students begin to show patterns of irregular attendance parents will be contacted by an administrator and a meeting with the student and parent/guardian will be scheduled and disciplinary consequences may be assigned. Requirements and interventions for attendance are included in the *Standards of Student Conduct* linked here Handbooks and Course Catalogs.

# Closed Campus and Off-limits Areas

This policy is in effect from the moment the student arrives on campus, regardless of the time of day. Glencoe High School is a **closed** campus. Once students arrive on campus, they may <u>not</u> leave the property without checking out through the attendance office, which is done with parent/guardian permission only. A parent or guardian must notify the Attendance Office or Health Office <u>prior</u> to the student's release. Following parent/guardian notification, the student <u>must check out</u> through the Attendance Office or Health Office before leaving school property or they will be considered unexcused. Students found in off-limit areas will be assigned detention or suspended from school. Students who do not follow this policy will be considered as skipping and are subject to disciplinary action. An

automated calling system makes phone calls to parents of students that are unexcused absent or unexcused tardy twice a day, at 11:00AM and 5:00PM. Leaving campus without parental permission is not safe under any circumstances.

#### Off-Limit Areas

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

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

Students found in off-limits areas are violating the closed campus policy and expectations. Students will be asked to return to appropriate areas of the school. Students refusing to follow requests to return to appropriate areas will be assigned detention or receive other consequences.

#### **Academic Information**

# **Graduation Requirements**

To earn a diploma, students need to successfully complete the credit requirements (24 credits), demonstrate and meet the personalized learning requirements. Students will also have the option to earn credit for proficiency. Students will need to work closely with their assigned counselor, graduation coach, and grade-level administrator, in order to make sure they are on track to graduate. All graduation requirements, rules for schedule corrections, career and college pathway options, dual credit and AP courses, and course offerings are outlined in HSD *Course Catalog* linked here Handbooks and Course Catalogs.

#### Academic Recognition - Chancellor's Diploma / Honors Program / Valedictorian

The Chancellor's Diploma is designed to challenge students who are committed to a rigorous course of study during high school in preparation for admittance to a 4-year university. The Glencoe Honors Program is designed to honor academically well-rounded students who have pushed themselves to excel in the most challenging of four-year educational programs. Students must apply for this distinction and provide confirmation they have accomplished each of the requirements. Requirements can be found in the *HSD Course Catalog*.

To be an Honors graduate, a senior must have met the requirements of the Chancellor's Diploma and maintained a cumulative GPA of 3.75 or higher. The requirements are listed below:

- Apply and confirm that student would like this honor
- Maintain an accumulated GPA of 3.75 or higher
- Completed all of the following courses by the end of Grade 12:
  - 4 Credits of English
  - 4 Credits of Math (including Algebra 2)
  - 3 Credits of Social Studies
  - 3 Credits of Science
  - > 1 Additional Credit of Social Studies or Science
  - 2 Credits of same World Language
  - ➤ 4 Credits of AP or Dual-Credit Courses
  - Meet Senior Level Career and College Pathway requirements
- All courses listed on the transcript must be taken for a grade.

Valedictorians and salutatorians will only be chosen from students completing the Honors Program.

#### **On-Track Meetings**

On-track status measures whether or not a student is likely to graduate on time. Students not on-track will have

regular meetings with parent/guardian, counselor, graduation coach, and administrator to ensure that they are ontrack to graduate. Students not on-track for graduation may need to take summer school or academic options courses in order to re-earn missed credit(s). On-track at the end of each grade is shown below:

9th Grade	10th Grade	11th Grade	12th Grade
6 credits total 1 credit in english 1 credit in math 1 credit in science 1 credit in world studies 0.5 credits in PE 1.5 credits elective	12 credits total 1.5 credit in math 2 credits in science 1 credit in Health 1 credit in PE 2 credits in english 1 credits in Arts,Lang,CTE 3.5 credits elective	16 credits total 2 credits in math 3 credits in science 2 credits in social studies, 3 credits in english 1 credit in health 1 credit in PE 1.5 credits in Arts,Lang,CTE 4 credits elective	24 credits total 3 credits in math 3 credits in science 3 credits in social studies 4 credits in english 1 credit in health 1 credit in PE 3 credits in Arts,Lang,CTE 5 credits elective 0.5 credits career develop 0.5 credits senior project

#### Senior Accreditation and Graduation Ceremony

By the end of the day on Senior Accreditation Day, the final Friday in May, senior students must have met and be passing all graduation requirements. Any senior who has not met or is failing any required course at this time may NOT be able to participate in the graduation ceremony on Wednesday June 5, 2024.

#### **Grading Periods and Report Cards**

Glencoe's academic year is divided into 2 semesters. At the conclusion of each semester students will receive their final grades. The final grades represent their achievement for the semester and are recorded permanently on the student's transcript. Each semester is partitioned by two quarters. First semester consists of quarters 1 & 2 while second semester contains quarters 3 & 4. At the end of each quarter students receive a grade that represents their academic progress. Quarter grades are combined during each semester to determine a student's final semester grade. Quarter grade reports and semester final grades will be mailed home. Typically, parents will receive their student's grade report by mail the week following the end of the grading period.

- Semester 1
  - November 9, 2023 Quarter 1 grades are due. Grades can be checked on parentVue.
  - November 20-21, 2023 Family Conferences.
  - February 2, 2024 Semester 1 Final Grades are due. Grades can be checked on parentVue.
- Semester 2
  - > April 12, 2024 Quarter 3 grades are due. Grades can be checked on parentVue.
  - > June 13, 2024 Semester 2 Final Grades are due. Grades can be checked on parentVue.

# **Grading and Reporting Parameters**

Class/course syllabi can be accessed on the school website <u>Course Syllabi</u> and also in individual teacher's <u>google classrooms</u>. Where applicable, these syllabi include:

- Classroom Expectations
- Learning Targets / Essential Learnings content and skills covered in each class
- Grading process and performance criteria to be used
- A description of how academic and non-academic behaviors, not embedded in the learning targets, will be assessed and communicated.

#### **Guidelines for Determining Grades**

Teachers will use a collection of evidence and professional judgment to ensure a student's grade is an accurate representation of what the student knows, understands, and is able to do in regard to the class/course learning targets.

- Student grades should be based on a collection of evidence that evaluates their proficiency level based on established performance criteria.
- Summative performance should constitute the primary evidence collection for a student's grade.

- Retakes are allowed for all Summative assessments/projects that is work that evaluates a student's
  understanding of a concept(s) generally at the end of a defined learning period (i.e. unit of study), if student
  missed or never attempted the assessment or earned an original grade of I or D. Retakes can be done for a
  grade of up to C (unless this is the first opportunity). Retakes must be scheduled within 2 weeks of original
  test date. Teachers may also require evidence of learning/additional practice prior to the retake. See course
  syllabi for specific grading and retake policies.
- If a teacher does not have sufficient evidence to determine an accurate level of proficiency in regard to class/course learning targets, the grade may be recorded as an Incomplete, "I". Students will then have two weeks to finish up any missing work. After two weeks, a grade will need to be updated by the teacher.

#### **Grading Scale**

Grading scales as percentages are determined by individual teachers and teacher teams. These scales are outlined in an individual teacher's syllabus. In general, the meaning of letter grades is described below:

- A = 4-5 = Work of such character as to merit special recognition
- B = 3-4.9 = Above-average performance
- C = 2-2.9 = Average work, meeting minimum requirements
- D = 1-1.9 = Below-average work that fulfills only the minimum expectations of the course
- F = 0-0.9 = Failing work which does not meet minimum requirements and demonstrates lack of competence

To allow for adequate transition of time and professional development around new standards and assessments, grading scales that are not standards/proficiency-based will reflect nationally acknowledged best practices in grading.

Additional Grade Reporting Codes

- I INCOMPLETE Student is in an extension period from the grade reporting deadline in which they can produce evidence to demonstrate their level of proficiency.
- 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 Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
- S/U SATISFACTORY/UNSATISFACTORY Assigned for non-credit classes and credit recovery.
- 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 of 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 is medically or unavoidably unable to finish.
   WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

#### Grade Check

Parents should check grades through <u>ParentVue</u>. Contact the school for help to register.

#### **Services for Students**

#### Career and College Center

The Career and College Center helps students with completing their career and senior project graduation requirements. Students will work with the career center to complete college applications, scholarship applications, job shadows and internships, and attend career days and various career-related field trips.

#### **Counselors**

The Counseling Center provides assistance to students in a variety of ways. Students may seek help from a counselor for personal issues and for assistance in forecasting or college and career planning. Group and individual counseling is available upon request to deal with these issues. Appointments can be made in the counseling center. For more information, call the Counseling Center (503-844-1900, ext. 3504). Our wellness counselor, Fernando Colondres, and our Youth Contact counselor, Holly Rogers, are both available during the school day to provide mental and emotional health support to our students and their families.

#### **Transcripts**

Transcripts will be provided free of charge for student withdrawal or for scholarship applications. Students will also be given three additional transcripts, without cost, for college, military, employment or other purposes. Any additional transcripts will cost one dollar.

#### **Schedule Corrections**

The requirements for amending a student schedule or adding/dropping a course are outlined in the *HSD Course Catalog*. Students who meet one of the required reasons to have their schedule changed should follow the school process.

- Upon receiving schedule, the student should complete a *schedule correction form* and provide a reason for the change. This form should be submitted to the student's grade level administrator.
- If the reason falls within the guidelines for schedule changes, the administrator will sign off on the change.
- Administrator approved schedule changed forms will be given to counselor.
- The counselor will schedule a meeting with the student to confirm the schedule change and print the adjusted schedule.

Due to the timeliness of schedule changes, students should seek to complete the schedule change prior to class starting in September. Schedule changes after the third week of the semester could result in student receiving a 'withdraw fail' or 'WF' grade.

#### Social-Emotional Health Services

Our counseling staff can help connect students to community-based social and emotional supports as needed. They are also available to students in crisis during the school day. Outside of the school day there are a number of other community supports available that can be found here - <a href="Community Support Partners">Community Support Partners</a>. We also have two trained mental health professionals on campus:

- Wellness counselor is an HSD employee who is available for 1-on-1 and small group counseling during the school day.
- Youth Contact is a partner organization in Hillsboro that embeds a mental health counselor in each of our high schools. This person provides 1-on-1, family, and small group counseling during the school day.
- Care Team is a weekly meeting with various Glencoe staff and our district Care Coordinator to help families who request social/emotional counseling support find these opportunities in the community.

#### Library / Media Center

The Glencoe High School Library/Media Center is the information center of our school, and a welcoming place where everyone belongs. It is the source of print and non-print materials. It supports instruction, provides information for individual needs, and encourages leisure reading. It is open for students looking for a quiet place to read, pursue research, do homework, and check out/in books. No student will be denied access to the library space or materials.

We offer fiction and nonfiction books in a variety of genres in both English and Spanish. Students may browse the online catalog, and can place holds on books. Students can access our academic databases and digital encyclopedia by visiting the Library Media Services website online.

Books are checked out for three weeks, and may be renewed for an additional three weeks. We do not charge overdue fines for late returns. If a student loses a book, they may replace it with a similar title, or pay for the replacement cost. No food or drinks are allowed in the library.

#### **Health Room**

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 will be handled by the health assistant. The
  office is not a hospital or doctor's office and must only be used for first aid, referral for care, or to arrange
  to go home when ill or injured. Re-bandaging or simple procedures requested by a doctor or parents may
  be done, if necessary, to enable the student to remain in school. Ill and injured students unable to attend
  class will be sent home with parental consent.
- · Parents or guardians are responsible for student transportation home in case of illness and will be notified

by the health assistant. No ill students will be permitted to go home without parental consent.

- **STUDENTS SHOULD REPORT TO CLASS** and obtain a pass <u>before</u> reporting to the health office except in cases of extreme emergency.
- Staff members will not dispense over-the-counter medication to students.
- Please keep your child home if they are experiencing any of the following:
  - Fever greater than 100.5F
  - Vomiting
  - Diarrhea

Your student must be free of fever (without the use of fever-reducing medication), vomiting and diarrhea for 24 hours before returning to school.

# **Athletic & Performance Activities**

All Glencoe students are encouraged to participate in and/or attend athletics and performance activities at Glencoe High School. All activities and performances are on our school calendar, our athletics calendar, and announced during advisory class sessions. Students are expected to follow ALL general school expectations and bring a student ID with them. Students are NOT allowed to bring backpacks, large bags, or outside food/drink into any school-sponsored athletics or performance event. Students who are suspended are NOT allowed to attend any school-sponsored athletics or performance event.

#### **Sportsmanship**

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

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

#### **Conduct**

All students must:

- Dress and appear as stipulated by the coach of each sport; and
- Abide by published expectations distributed by each coach.

# **HSD and OSAA Athletic & Performance Participation Requirements**

We believe that students who attend class are more likely to find success in school. By shifting the focus from the outcome of class to the process of learning we are asking students to be accountable to something they have immediate control over. Additionally, this removes a barrier that we can't guarantee has led to increased success for all of our students and makes athletics more accessible to students who need that connection to school.

#### **HSD Attendance Requirements:**

- Unexcused Absences: To participate in practice or contests, students must attend all of their scheduled
  classes for the day. If a student has an unexcused absence for one of their classes or advisory periods, they
  become ineligible for that day.
- o **Excused Absences:** Excused absences must be called in to attendance ahead of time. If a student misses more than half their day, they will not be eligible to practice or compete that day.
- Students can become eligible again on the following day if they attend all of their classes.

#### **OSAA Academic Standards Requirements**

In order to meet academic eligibility standards for participation in OSAA programs, a student must meet the following requirements. Students not meeting OSAA requirements, by rule, are <u>INELIGIBLE</u> for the entire semester.

- o Pass five subjects the previous semester, equivalent to 2.5 credits (OSAA)
- Be enrolled and passing at least five subjects (2.5 credits) in the current semester (OSAA)

#### Insurance

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

#### Medical

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

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

#### Travel

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

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

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

Per sport/activity maximum participation fees are \$300 per student or \$600 per family for the current school year. Students who qualify for the free or reduced-price lunch program may be granted a fee waiver/reduction. Per sport/activity maximum amounts do not apply to Lacrosse, Golf, or Tennis.

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

#### Waivers and Refunds

Waivers will be handled by building athletic coordinators under the direction of the building principal. The waiver request in the Athletic-Activity Programs Participant Information form signed by the parents, will simply indicate the family is unable to pay. Each request will be reviewed and acted upon by the building principal.

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

#### Clubs

See the Activities Director Tom Stephens, if you are interested in more information about the following clubs or if you're interested in starting a new club. The most up-to-date offerings of clubs at Glencoe can be found on our webpage <u>Glencoe HS Club Information</u>. The following clubs have been active at Glencoe High School in recent years:

Art Club Alpha Bowling Club Boys Lacrosse Club Black Student Union (BSU) Buddy Club

Color Guard
Communicare Club

Environmental Impact Club (EIC) Equestrian Team

E-Sports

Everybody Athletics (EBA)

Fellowship of Christian Athletes Foreign Cooking Club Gaming Club Gay Straight Alliance Girls Lacrosse Club

Green Club

Health Occupations Students (HOSA) Key Club

Kids Making Miracles Mentoring Program National Honor Society

Oregon Battle of the Books (OBOB)

Period Club
Racial Equity Club
Science Bowl Club
Shockwave Robotics

Ski Team Sparrow Club

Speech & Debate Theater Club Student Athlete Leadership Team

Theater Club Unidos

# HILLSBORO SCHOOL DISTRICT Information and Policies

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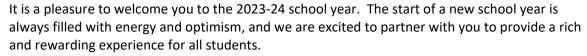
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# Superintendent's Welcome

Summer 2023

Dear Families,



As the school year begins, it is a prime opportunity for families to reinforce the importance of engagement and structure when it comes to students' learning. Your encouragement and your own enthusiasm will be key factors in keeping your student motivated to do their best throughout the coming school year. Please take advantage of opportunities to connect with your student's teacher(s) and to familiarize yourself with the instruction that is taking place at school. If at any time you have questions or concerns regarding academic, social, or emotional support, please reach out to your student's teacher, counselor, or school administration for assistance.

This fall, we will be launching a new strategic plan that will guide our work for the coming years. We will remain focused on relevant core instruction that supports all students' growth and career aspirations while ensuring that language instruction provides access to content and skill development. We will focus on school climate and culture as well as social and emotional learning so that safe and welcoming environments exist for all students. Finally, we will continue to honor and value the cultures and assets that students and staff bring to our school communities in order to know, value, and empower every student to achieve their dreams.

I want to thank each of you for your continued support as we work together to create educational learning environments that are safe, engaging, and inclusive for students, staff and our community. Great schools have dedicated families, educators, partners and communy members who continually work to make a difference for young people in our community. We value the contributions of our families and the work you are doing to partner with our educators to facilitate the best learning program possible for each student.

Respectfully,

Travis Reiman Superintendent

# **Hillsboro Schools Directory**

Nearly 19,000 students are enrolled in 37 Hillsboro schools. Twenty seven elementary schools, four middle schools, and four high schools are organized into four feeder systems. Oak Street Campus offers alternative programs for high school students. Hillsboro Online Academy offers online core courses and electives to students in grades K-12.

#### Office for School Performance

Audrea Neville, Assistant Superintendent School Performance Brooke Nova, Assistant Superintendent Academic Services

Jordan Beveridge, Information & Technology Officer
Technology Services

Francesca Sinapi, Equity, Access & Engagement Officer Olga Acuña, Executive Director *Federal Programs* 

David Nieslanik, Executive Director
High School Education
Sarah Crane, Executive Director
Elementary-Middle Education
Lindsay Garcia, Executive Director
Elementary Education
Elaine Fox, Executive Director
Student Services

Brown / Century		South Meadows / Hilhi	
R. A. Brown Middle School		South Meadows Middle School	
Andrew Bekken, Principal	503-844-1070	Chris Benz, Principal	503-844-1980
Century High School		Hillsboro High School	
Julie Kasper, Principal	503-844-1800	Cary Meier, Principal	503-844-1980
Butternut Creek Elementary		Brookwood Elementary	
Amanda Bethune, Principal	503-844-1390	Emily Caldwell, Principal	503-844-1715
Imlay Elementary		Farmington View Elementary	
Mykle Rojas, Principal	503-844-1090	Natasha Echeverria, Interim Princip	oal 503-844-1735
Indian Hills Elementary		Groner Elementary	
Katie Thomas, Principal	503-844-1350	Teresa Vázquez, Principal	503-844-1600
Ladd Acres Elementary		Minter Bridge Elementary	
Jennifer Robbins, Principal	503-844-1300	Jaycee Zaugg, Principal	503-844-1650
Reedville Elementary		Rosedale Elementary	
Berta Lule, Principal	503-844-1570	Erika Pierce, Principal	503-844-1200
Tobias Elementary		Tamarack Elementary	
Genevieve Muramatsuo, Principal	503-844-1310	Christy Walters, Principal	503-844-1610
		W. L. Henry Elementary	
		Lisa Aguilar, Principal	503-844-1690
		Witch Hazel Elementary	
		Debbie Alvarado, Principal	503-844-1610
_		I _	
Evergreen / Glencoe		Poynter / Liberty	
Evergreen Middle School		Poynter Middle School	
Evergreen Middle School  Kevin Hertel, Principal	503-844-1400	Poynter Middle School  Jonathan Pede, Principal	503-844-1580
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School		Poynter Middle School  Jonathan Pede, Principal Liberty High School	
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal	503-844-1400 503-844-1900	Poynter Middle School  Jonathan Pede, Principal  Liberty High School  Roger Will, Interim Principal	503-844-1580 503-844-1250
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary	503-844-1900	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary	503-844-1250
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary  Dani Johnson, Principal		Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal	
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary  Dani Johnson, Principal  Free Orchards Elementary	503-844-1900 503-844-1500	Poynter Middle School Jonathan Pede, Principal Liberty High School Roger Will, Interim Principal Eastwood Elementary Jose Barraza, Principal Lenox Elementary	503-844-1250 503-844-1725
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary  Dani Johnson, Principal  Free Orchards Elementary  Karen Murphy, Principal	503-844-1900	Poynter Middle School Jonathan Pede, Principal Liberty High School Roger Will, Interim Principal Eastwood Elementary Jose Barraza, Principal Lenox Elementary Sarah Keller, Principal	503-844-1250
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary  Dani Johnson, Principal  Free Orchards Elementary  Karen Murphy, Principal  Jackson Elementary	503-844-1900 503-844-1500 503-844-1140	Poynter Middle School Jonathan Pede, Principal Liberty High School Roger Will, Interim Principal Eastwood Elementary Jose Barraza, Principal Lenox Elementary Sarah Keller, Principal Mooberry Elementary	503-844-1250 503-844-1725 503-844-1360
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary  Dani Johnson, Principal  Free Orchards Elementary  Karen Murphy, Principal  Jackson Elementary  Cherylen Marshall, Principal	503-844-1900 503-844-1500	Poynter Middle School Jonathan Pede, Principal Liberty High School Roger Will, Interim Principal Eastwood Elementary Jose Barraza, Principal Lenox Elementary Sarah Keller, Principal Mooberry Elementary Pete Muilenburg, Principal	503-844-1250 503-844-1725
Evergreen Middle School  Kevin Hertel, Principal  Glencoe High School  Claudia Ruf, Principal  Atfalati Ridge Elementary  Dani Johnson, Principal  Free Orchards Elementary  Karen Murphy, Principal  Jackson Elementary  Cherylen Marshall, Principal  Lincoln Street Elementary	503-844-1900 503-844-1500 503-844-1140 503-844-1670	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary	503-844-1250 503-844-1725 503-844-1360 503-844-1640
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal	503-844-1900 503-844-1500 503-844-1140	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary  Allison Combs, Principal	503-844-1250 503-844-1725 503-844-1360
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary	503-844-1900 503-844-1500 503-844-1140 503-844-1670 503-844-1160	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary  Allison Combs, Principal Quatama Elementary	503-844-1250 503-844-1725 503-844-1360 503-844-1640 503-844-1370
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary  Kellie Petrick, Principal	503-844-1900 503-844-1500 503-844-1140 503-844-1670	Poynter Middle School Jonathan Pede, Principal Liberty High School Roger Will, Interim Principal Eastwood Elementary Jose Barraza, Principal Lenox Elementary Sarah Keller, Principal Mooberry Elementary Pete Muilenburg, Principal Orenco Elementary Allison Combs, Principal Quatama Elementary Kathleen Coolman, Principal	503-844-1250 503-844-1725 503-844-1360 503-844-1640
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary  Kellie Petrick, Principal Paul L. Patterson Elementary	503-844-1900 503-844-1500 503-844-1140 503-844-1670 503-844-1160 503-844-1630	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary  Allison Combs, Principal Quatama Elementary  Kathleen Coolman, Principal West Union Elementary	503-844-1250 503-844-1725 503-844-1360 503-844-1640 503-844-1370 503-844-1180
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary  Kellie Petrick, Principal Paul L. Patterson Elementary  Jamie Lentz, Principal	503-844-1900 503-844-1500 503-844-1140 503-844-1670 503-844-1160	Poynter Middle School Jonathan Pede, Principal Liberty High School Roger Will, Interim Principal Eastwood Elementary Jose Barraza, Principal Lenox Elementary Sarah Keller, Principal Mooberry Elementary Pete Muilenburg, Principal Orenco Elementary Allison Combs, Principal Quatama Elementary Kathleen Coolman, Principal	503-844-1250 503-844-1725 503-844-1360 503-844-1640 503-844-1370
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary  Kellie Petrick, Principal Paul L. Patterson Elementary  Jamie Lentz, Principal W. V. McKinney Elementary	503-844-1900 503-844-1500 503-844-1140 503-844-1670 503-844-1160 503-844-1380	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary  Allison Combs, Principal Quatama Elementary  Kathleen Coolman, Principal West Union Elementary	503-844-1250 503-844-1725 503-844-1360 503-844-1640 503-844-1370 503-844-1180
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary  Kellie Petrick, Principal Paul L. Patterson Elementary  Jamie Lentz, Principal W. V. McKinney Elementary  Tristin Burnett, Principal	503-844-1900 503-844-1500 503-844-1140 503-844-1670 503-844-1160 503-844-1630	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary  Allison Combs, Principal Quatama Elementary  Kathleen Coolman, Principal West Union Elementary  Juliet Hong, Principal	503-844-1250 503-844-1725 503-844-1360 503-844-1640 503-844-1370 503-844-1180
Evergreen Middle School  Kevin Hertel, Principal Glencoe High School  Claudia Ruf, Principal Atfalati Ridge Elementary  Dani Johnson, Principal Free Orchards Elementary  Karen Murphy, Principal Jackson Elementary  Cherylen Marshall, Principal Lincoln Street Elementary  Carmen Brodniak, Principal North Plains Elementary  Kellie Petrick, Principal Paul L. Patterson Elementary  Jamie Lentz, Principal W. V. McKinney Elementary	503-844-1900 503-844-1500 503-844-1140 503-844-1670 503-844-1160 503-844-1380	Poynter Middle School  Jonathan Pede, Principal Liberty High School  Roger Will, Interim Principal Eastwood Elementary  Jose Barraza, Principal Lenox Elementary  Sarah Keller, Principal Mooberry Elementary  Pete Muilenburg, Principal Orenco Elementary  Allison Combs, Principal Quatama Elementary  Kathleen Coolman, Principal West Union Elementary	503-844-1250 503-844-1725 503-844-1360 503-844-1640 503-844-1370 503-844-1180

# **Alternative Pathways and Supports**

In the Hillsboro School District (HSD), we serve every student that lives in our area to ensure they have pathways to success. While we know many of our students prefer a traditional secondary school experience, we also know that some of our students prefer an Alternative Pathway. Our district provides both Alternative Pathways and Supports to ensure career and college readiness for students. Below are examples of programs and supports available to our students.

- Hillsboro Online Academy (Grades K-12)
- Oak Street Campus (Hillsboro Big Picture High School Grades 9-12, Pathways Center)
- Early College High School
- Expanded Options (High School Grades 11-12)
- Hillsboro In-School Program (HIP), Connect, and GED Options

If you are interested in exploring the Alternative Pathways in the Hillsboro School District, please contact your school counselor for detailed information.

#### Athletics and Activities Standards

# **Athletics and Activities Eligibility Requirements**

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

- 1. The participant must meet OSAA and District eligibility requirements.
- 2. The participant must adhere to the training and rules established by the coach, athletic department, and school administration.
- 3. The participant must meet physical requirements and possess insurance that covers them for athletic injuries.
- 4. A participant who is dropped from a team 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 sports team 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, and contributes to student 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 assistant principal/athletic directors:

<b>District Office</b>	Rian Petrick	503-844-1500	Hilhi	John Matsuo	503-844-1980
Century	Michelle Gray	503-844-1800	Liberty	Alan Foster	503-844-1250
Glencoe	Lauren McFarland	503-844-1900			

# **Academic and Attendance Standards**

In order to meet academic and attendance standards, a student must:

- Meet the OSAA requirements of (1) having passed five subjects (2.5 credits) the previous semester (2) be enrolled and doing passing work in at least five subjects (2.5 credits) the current semester; and (3) must be making **satisfactory** progress towards earning a diploma as outlined in OSAA rule 8.1.2; and
- 2. HSD Attendance Requirements
  - **Unexcused Absences:** To participate in practice or contests, students must attend all of their scheduled classes for the day. If a student has an unexcused absence for one of their classes or advisory periods, they become ineligible for that day.

• Excused Absences:- Excused absences must be called in to attendance prior to the absence. If a student misses more than half their academic day, they will not be elibible to practice or compete that day.

Students can become eligible again on the following day if they attend all of their classes.

Participants in athletic/activity programs not meeting the OSAA standard are, by OSAA regulation, ineligible for the semester. They may not participate or represent the school until semester grades are posted to determine eligibility. Students may not practice if they do not meet the OSAA standard unless they apply for an exception and it is approved by the principal. The principal's approval will be contingent, in part, on the student submitting a plan for how they 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.

# **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 from failure to comply with this policy.

# **Diploma Requirements**

It is the expectation of the State of Oregon and our district that students engage in a full and complete educational experience. New legislation has required our district to ensure most students are taking a full day of classes each day. Students should work with their counselor for work experience, internships, and other off campus experiences as applicable.

HIGH SCHOOL DIPLOMA REQUIREMENTS Hillsboro School District diplomas satisfy the Oregon State Board of Education's rigorous statewide graduation requirements for students. The chart below displays the MINIMUM course and credit requirements needed to graduate with the student's desired diploma (see note 1)	HIGH SCHOOL DIPLOMA REQUIREMENTS ation's rigorous statewide graduation requirements for students. graduate with the student's desired diploma (see note 1)	REMENTS Its for students. The ma (see note 1)	chart below displays th	e MINIMUM course	and credit requirements needed to
Subject Area/Required Elements	Chancellor's Diploma	Standard Diploma	Modified Diploma	Extended Diploma	NOTES: 1) It is the expectation of the State of
English (L.A) (page 58)	4 credits	4 credits	3 credits	2 credits	Oregon and our district that students engage in a full and complete
Mathematics (MA) (page 61)	4 credits (including Algebra 2 level or higher)	3 credits (Algebra 1 level or higher)	2 credits	2 credits	educational experience. New legislation has required our district to ensure most students are taking a full
Science (SC) (page 68)	3 credits	3 credits	2 credits	2 credits	ady of classes each day. Students should work with their counselor for work experience interselving and
Social Science (SS) (page 72)	3 credits	3 credits	2 credits	3 credits (history, geography, economics or civics)	applicable.
Science/Social Science (additional)	1 credit				2) Essential Skills mastery is typically obtained through satisfactory scores
Physical Education (PE) (page 66)	1 credit	1 credit	1 credit	1 credit	on the SBAC, ACT, PSAT, SAT or AP tests. Alternately, students may
Health <b>(HE)</b> (page 56)	1 credit	1 credit	1 credit	1 credit	produce work samples to show mastery. More information about Essential Skills
Career and College Development (page 17)	0.5 credit	0.5 credit	2.5 credits		may be found at: bit.ly/2DfYHcR
Senior Project (SP) (page 14)	0.5 credit	0.5 credit	0.5 credit		3) Students who receive two or more
Applied Arts, Career Technical Education, or World Language (AA/CTE/WL)	3 credits (including 2 credits of same world language)	3 credits	1 credit	l credit (art or world language)	proficiency-based credits in world language with STAMP test scores meet this requirement.
Electives (EL)	5 credits	5 credits	9 credits		
Proficiency in Essential Skills: reading, writing and mathematics (see note 2)	required	required	required (modifications allowed)	exempt	
Chancellor's Diploma: Academic credits are met through courses in	English, mathematics, science, social science, applied arts, career technical education, and world language				

17

7

2

76

TOTAL CREDITS REQUIRED

Required cumulative, unweighted GPA in academic courses

Required unweighted GPA in all coursework

Minimum grade in every required academic course

3.0 GPA unweighted
3.0 GPA unweighted

(see note 3)

4 credits

Minimum number of required academic credits in advanced-level coursework (designated as Advanced Placement, International Baccalaureate, dual credit courses)

Number of required academic credits

18 credits

# Hillsboro School District High School Diploma Options Graduation Honors

Students who earn a Chancellor's Diploma may be eligible for graduation honors. All honors designations are based on unweighted GPA. This information is defined in Hillsboro School District Policy IKF.

#### **Chancellor's Diploma**

The Chancellor's Diploma will be awarded to students who have demonstrated their commitment to a rigorous course of study during high school in order to prepare for college and career success. The Chancellor's Diploma includes classes and requirements that promote critical thinking skills and an enriched learning experience. These requirements are aligned with general Oregon university admissions, but do not guarantee automatic acceptance. Students who earn a Chancellor's Diploma demonstrate the experience that is desired for every student in the Hillsboro School District. All students earning a Chancellor's Diploma will be recognized with a Chancellor's Diploma Recognition during the graduation ceremony.

#### Valedictorian

Students earning a Chancellor's Diploma and receiving an unweighted GPA of 4.0 for all classes taken will be recognized as valedictorians. In the event that no students receive a 4.0 GPA, but earn a Chancellor's Diploma, the student(s) with the highest GPA will be recognized as the valedictorian(s). More than one person may be recognized as the valedictorian(s).

#### **Salutatorian**

Student(s) who earn a Chancellor's Diploma and have the second highest unweighted GPA will be recognized as the salutatorian(s). More than one person may be recognized as the salutatorian(s).

#### **Honors Graduate**

The students who earn a Chancellor's Diploma and maintain a 3.75 unweighted GPA will be recognized as honors graduates.

#### **Alternative Certificate**

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

#### **GED Certificate**

GED (General Educational Development) tests provide students the opportunity to earn a high school equivalency certificate. Recognized nationwide by employers and educational institutions, the GED certificate is available through Oak Street Campus

#### **Diploma Notes**

Senior Portfolio and Senior Projects\* (\*subject to change based on state-level guidance for graduation in 2022-23)

A set of personalized learning requirements is also required for graduation. This requirement is 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 activities that connect classroom learning with real-life experiences in the workplace community that are relevant to their education plan.
- Extended Application: Students will apply and extend their knowledge in new and complex situations related to their personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real-world contexts.

# **Grading and Performance Reporting**

Hillsboro School District's grading and reporting system shall provide students, parents, teachers, and the community with a framework for accurately reporting student achievement. It is the District's responsibility to ensure that all school members work to challenge and support each student in their pursuit of the highest levels of academic and personal achievement.

#### The District will:

- 1. Distribute to parents/guardians and students, at the beginning of each class/course, information on class/course expectations, Oregon State and District curriculum standards/learning goals, and performance criteria.
- Ensure teachers use a collection of evidence and professional judgment so that a student's grade
  is an accurate representation of what the student knows, understands, and is able to do in regard
  to class/course learning targets.
- 3. Ensure that academic achievement grade calculations are accurate and consistent throughout the District, and that these grades provide meaningful information supportive of student achievement.

Specific information on teachers' grading scales will be included with each secondary course syllabus handed out at the beginning of the course.

Class assignments\* and student grades are available online through secure StudentVue and ParentVue portals. Additional information on how to access these portals can be obtained from your school. (\*Individual teachers may also use alternative websites or online platforms for sharing assignments, upcoming events, etc.)

Grad	ling Scale
Α	Work of such character as to merit special recognition.
В	Above-average performance.
С	Average work, meeting minimum requirements.
D	Work below-average that fulfills only the minimum expectations of the course.
F	Failing work which does not meet minimum requirements and demonstrates lack of competence.
1	INCOMPLETE – Used when teachers do not have sufficient evidence to determine a grade.
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 – Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
s/U	SATISFACTORY/UNSATISFACTORY – Assigned for non-credit classes and credit recovery.
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 is medically or unavoidably unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

Weighted grades are given for Advanced Placement (AP) and International Baccalaureate (IB) courses. The transcripts of students who graduate from Hillsboro School District include both a regular grade point average (GPA) and class rank, and a weighted GPA and class rank. See policy <u>IK-AR: Academic Achievement – Secondary Grading and Reporting Practices</u> for additional information.

# **Emergency Closures & Inclement Weather**

In the event of hazardous weather or other emergencies, local 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 <a href="https://www.hsd.k12.or.us">www.hsd.k12.or.us</a>.

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

Many radio stations begin announcing school closures by 5:30 a.m. These stations include KEX (1190), KXL (750), KKRZ (100.3) KKCW (103.3). Television stations that announce school closures include KATU (2), KOIN (6), KPTV (12), and KGW (8). Families can also download the Flash Alert app for the most upto date information.

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 or Transportation as phone lines should remain clear for emergency use.

# **Gifts**

District policy discourages student gifts to teachers. Letters to staff members expressing gratitude or appreciation are always welcome and considered more appropriate.

# **Fees**

It is the philosophy of the Hillsboro School District Board of Directors that no student is 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/guardians indicate that the costs entailed would represent a financial hardship to the family. Arrangements should be made through a counselor rather than the classroom teacher.

#### Middle School

Middle School Student Activity and Miscellaneou	ıs Fees 2023-24
Description	Fee
7 <sup>th</sup> / 8 <sup>th</sup> Grade:	
Homework Planner (required for all students)	\$5
Replace ID Card	\$2
Yearbook	TBA
*Other Fees	

<sup>\*</sup>SOME ELECTIVES MAY CHARGE ADDITIONAL FEES FOR STUDENT-SELECTED PROJECTS.

	High School Stu	High School Student Class and Miscellaneous Fees 2023-24	ees 2023-24	
DESCRIPTION	CENTURY	GLENCOE	нгн	LIBERTY
Optional Fees (Families may choose to pay these fees to help support the school/classroom)	)S	Some electives may have additional fees for student-selected projects (all visual arts, all photography, all technology classes, printer paper, planners)	fees for student-selected projects ology classes, printer paper, planners)	
Activity Fee*	\$150 Marching Band Cheerleading Dance Team Color Guard Speech	\$150 Concert/Symphonic Band Cheerleading Dance Team Color Guard	\$150 Marching Band Cheerleading Dance Team Color Guard FFA	\$150 Marching Band Cheerleading Dance Team Color Guard
ASB (only required for students involved in a school-sanctioned activity)	\$20	\$20	\$20	\$20
Athletic Participation*	\$200	\$200	\$200	\$200
Parking Permit	\$30 per year	\$30 per year	\$30 per year	\$30 per year
Planner	\$5	\$5	\$5	\$5
Yearbook	\$55* *\$5 discount on orders before October 1	\$50	\$50	\$50

<sup>\*</sup>Per student per sport/activity to maximum of \$300 per student; maximum of \$600 per family. (Maximum amounts do not apply to Lacrosse, Golf, or Tennis)

It is the philosophy of Hillsboro School District School Board of Directors that no student is 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 families indicate that the costs entailed would represent a financial hardship to the family. Arrangements should be made through a counselor, rather than the teacher whose class is involved.

Admission to athletic contests:

\$6/adults, \$4/students, \$2/with ASB sticker from visiting team (NWOC – Hilhi) \$6/adults, \$4/students, free/with ASB sticker from visiting team (Metro – Century, Glencoe, Liberty)

# **Health and Safety**

**Immunizations** 

# Parents, don't let your child get left behind! School Year 2023-2024



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

A child 2-17 months entering

Child Care or Early Education needs\*

A child 18 month or older entering

Preschool, Child Care, or

Headstart needs\*

A student entering
Kindergarten or Grades 1-6 needs\*

A student entering **Grades 7-12** needs\*

Check with your child's program or Healthcare provider for required vaccines

- 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
- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 1 Varicella (chickenpox)
- 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
- 3 Hepatitis B
- 2 Hepatitis A
- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 1 Tdap
- 4 Polio
- 1 Varicella (chickenpox)
- 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
- 3 Hepatitis B
- 2 Hepatitis A

- 2023-24 Immunization Requirements
- English flyer Español (Spanish)

3/2023

<sup>\*</sup>At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Exemptions are also available. Please check with your child's school, child care or healthcare provider for details.

#### **Accident and Illness**

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

In the case of minor injuries, students will receive basic first aid in the health room as needed. Standard first aid guidelines are posted in each school health room. These guidelines are also posted on the District website in the nursing department section.

Should a student become ill, we will contact the parent and ask that the student be taken home. We follow the Washington County Health Department recommendations for exclusion from school for illness.

- School-aged children occasionally have signs and symptoms which may be related to communicable diseases. Because many communicable diseases are most infectious at their onset, a child should be excluded from school per Washington County Health Department Communicable Disease Exclusion Guidelines. Only a licensed health care provider can make a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school. Please see the list below for specific illness symptoms that require exclusion.
- Communicable Disease School Exclusion Guidelines: Communicable Disease Guidance

Students should be excluded from school participation if their illness prevents the student from participating in school activities; if the student requires more care than the school staff can provide; or if any of the symptoms listed on <u>Too Sick for School English flyer</u> or <u>Too Sick for School Spanish flyer</u> are observed.

Students presenting with these symptoms will be separated from other students while awaiting a parent/guardian to pick up their student. If you have any questions about your child's readmission to school after recovering from any communicable disease, please call and speak to one of the Nurses at 503-844-1500. If you have questions or concerns about care given in the Health Room please contact your building's nurse.

Please contact your school office if you have concerns regarding emergency health care for asthma, allergies, insect stings, hypoglycemia, or other conditions.

#### **Health Management Plan**

A Health Management Plan is created by the District Nurse in collaboration with the parent and health care provider. Health management plans are not routinely provided for *asthma or insect sting allergies*. Guidelines for first aid related to these conditions are posted in the school health rooms. *Please contact your school nurse if you would like a specific health management plan developed for your child, especially if they will need accommodations 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 required paperwork, following these guidelines:

- Medications must be submitted in their original container, and must be transported to and from school by the parent/guardian. Medications cannot be transported to school on the bus.
  - 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 healthcare providers name and expiration date.

- Medication Authorization form must be completed and signed by the parent/guardian (both for prescription and over-the-counter medication).
- Over-the-counter medications must be in their original container, with the student's name on the
  container. A health care provider's order is needed if the 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 a student's scheduled medication time does not fall during the school hours for that day, the school will not administer the student's medication.

#### Self-administration

#### ❖ General rules

- If a parent/guardian wishes their student(s) to carry and self-administer a medication, they
  must bring the medication to school and fill out the required 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 self-administer this medication as prescribed.
- 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 is required for requests that K-6 students carry any medications.
- The School District requests that the parent provide a back-up for bronchodilator inhalers or epinephrine auto injector, to be kept in the office, when the student is carrying these medications.
- If the student attends a before-or-after-school program at school and the office is closed, the back-up medication will be unavailable. It is recommended that the parent provide an additional back-up Epipen or inhaler to the individual program.

#### **Student Health and Wellness**

The safety and well-being of our students is the number one priority in our schools, district, and community. Teachers, counselors, support staff, administrators, district office personnel, and community partners are all available to assist parents and families in supporting students. The resources and information on the <u>Student Health and Wellness</u> page are intended to supplement information that is available in your school. If you need additional information or assistance, please contact your school's main office or counseling office, or one of the community support organizations listed on the Resources page.

#### **Emergency Drills**

The safety of your children is a priority. District personnel work very closely with law enforcement and emergency management services to ensure our schools are safe and conducive to learning. Each building conducts a fire drill once a month in accordance with the District's emergency plan and Oregon fire code 405.2. Buildings also conduct a minimum of two earthquake drills, two lockdown drilss, two lockout drills, one hold drill and one drill of choice per school year.

- **Fire drill** Staff and students exit the building to the primary or secondary evacuation location. Teachers take attendance and report to the assembly team.
- **Earthquake drill** Staff and students perform "Drop, Cover, Hold On" until shaking stops. Once shaking stops, staff and students exit the building to the primary or secondary locations. Teachers take attendance and report to the assembly team.

- Lockdown drill A lockdown drill is used when there is a potential threat suspected <u>inside</u> of the building, requiring that all rooms housing staff and students be secured from entry or exit. Students and staff remain in locked classrooms or secured areas until an "all clear" is called. All exterior doors are secured.
- **Lockout drill** A lockout drill is used when there is a potential threat suspected <u>outside</u> of the building in the general area of the school, requiring that building entrances be secured. Classroom instruction continues as usual with exterior security precautions and limited or no outside student activity until an "all clear" is called.
- **Shelter-in-place drill** A shelter-in-place drill is a security procedure used when students and staff are to remain in place until an "all clear" is called. Situations that might require a shelter-in-place include medical emergencies, weather events or hazardous material spill. Staff and students remain in their classrooms until an "all clear" is announced.
- Hold drill A hold drill is when a situation arises making it necessary for students to HOLD in theyr
  classroom and/or clear the hallways. Example situations could include a medical emergency, a
  behavioral crisis, or a maintenance issue. Instruction continues in class and teachers receive
  additional instructions as needed.
- School Bus Evacuation Drills School Bus Evacaution Drills are held twice a year. Once with in the first six weeks of the new school year and the second with in the first six weeks of the second half of the school year. All school bus evacuation drills are conduct at the school during bus arrival times. Students who do not normally ride the school bus to school also receiving evacuation drill instruction in the classroom.

#### **Parent Reunification**

In the event that a safety incident occurs at your student's school it may be necessary for the District to initiate an off-site parent reunification plan. This plan is a systematic process to assist schools in effectively and efficiently reuniting students with parents/guardians.

- Off-site Parent reunification video for parents and community members:
- <a href="https://youtu.be/-MxyH\_pXPmA">https://youtu.be/-MxyH\_pXPmA</a> (English)
   <a href="https://youtu.be/oqUjLtTOK">https://youtu.be/oqUjLtTOK</a> 4 (Spanish)
- Although it will be your first instinct to go to your student's school it is essential that
  parents/guardians DO NOT go to the school unless directed to do so. Parents/guardians will be
  notified where to pick up their student. The following means of communication may be used to
  notify parents/guardians about emergencies: District website, Flash Alert, automated call system,
  Facebook, Twitter, local radio and television stations.
- The reunification process can be a challenging and time-consuming process. We ask that parents and guardians be patient and understanding, knowing that the District is doing everything possible to reunite you with your student.
- Parents/guardians will need to bring personal identification to assist the District in the reunification process.

# **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 claim them from the office. 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 articles of clothing or other items be removed for private use or personal gain unless by the original owner.

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

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

#### Meals

Families are responsible for meal costs unless they are approved for free, reduced, or Oregon EIG no cost meals. Regular prices for meals are: Elementary: Breakfast- \$2.00, Lunch- \$3.00; Secondary: Breakfast- \$2.25, Lunch- \$3.50.

Milk is included with school meals, however if purchased alone costs \$0.75. Individual milk and a la carte items are paid at the time of transaction and no charging is allowed for these items.

If your student has food allergies and plans to eat school meals, please contact the school nurse.

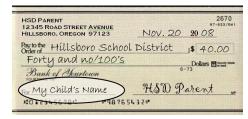
#### **Elementary Schools**

The District uses an electronic meal and a la carte accounting system. Students access meal accounts using their student identification meal card or touch their picture on the cafeteria computer's touch screen. Parents wishing to visit their students at lunchtime are able to purchase meals at an adult rate, (\$3.25 – Breakfast; \$4.50 – Lunch) payment is taken at the point-of-service.

Payments are still accepted for negative balances, and a la carte purchases, and may be deposited with the cafeteria staff or online at <u>Lingconnect.com</u>. (Note: There is a convenience fee of \$2.85 per online payment transaction.) Parents may access students' meal participation and account activity by creating an account through Ling Connect.

Here are a few tips:

Depositing money in the form of cash or a check. If using a check, write the full name of the student(s) in the lower left-hand corner of the check. If the deposit is for multiple students, indicate the distribution of money for each child's account on the memo line (see example).



Student balances and account activity may be requested from your school's cafeteria manager or may be viewed at Lingconnect.com.

For accounts that have negative balances, households will receive an automated phone call, and email reminder every week that their student's account is overdrawn.

#### Middle and High Schools

The District uses an electronic meal and a la carte accounting program. Students may access their account by keying their student I.D. number into a cafeteria terminal or scanning their student ID card. Deposits can be made with the cafeteria at any time or payments can be made online at <u>Lingconnect.com</u>.

#### **Free and Reduced-priced Meals**

Information regarding the free or reduced-price meal program, and Oregon EIG no cost meals is mailed home prior to the start of the school year. Current year applications are available after July 1<sup>st</sup> online at <a href="http://www.hsd.k12.or.us/nutrition">http://www.hsd.k12.or.us/nutrition</a>, in your school's main office, or at the Administration Center. Applications may also be submitted online through <a href="https://www.hsd.k12.or.us/nutrition">Linqconnect.com</a>. New Expanded Oregon Income Guidelines create more opportunities for families to qualify for free meals. Submit your completed application to the Nutrition Services Applications Department, either via online application process, mailed to 3083 NE 49<sup>th</sup> Pl., #208, Hillsboro, OR 97124, or dropped off at any HSD school. Incomplete applications may delay benefit approval. All meal charges to student accounts prior to benefit approval are the responsibility of the parent or guardian. Eligibility is effective on the date benefits are approved.

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

# 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 (for members of athletic teams), dates of attendance, degrees or awards received, and/or the most recent previous school or program attended.

The Hillsboro School District gives notice that such information may be printed or published during the year in formats such as honor rolls, award announcements, press releases, media productions, play programs, team rosters, sports 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 the 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 if they submit a request 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; information considered by the District to be detrimental will not be released.

# Military Request for Information

In compliance with the federal law, school districts are required to provide the name, address, and phone number of all students in Grades 11 and 12, regardless of age, to military recruiters.

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 withhold a student's information must be received at the school office no later than the fourth Friday in September.

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

# Nondiscrimination (Title IX)

The District strives to provide equal educational opportunities to all students and to eliminate those conditions which may cause discrimination. A student, parent, or guardian who believes that he or she is the subject 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.

Students and their parents are encouraged to attempt to resolve concerns informally. However, if they are unable to do so or if they believe the student is the subject of discrimination from a District staff member, one of its volunteers, or the District generally, they are encouraged to complete the District's Discrimination Complaint Form.

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

#### Harassment

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

The Title IX coordinator for the District is Casey Waletich. Complaints should be addressed to Mr. Waletich at 4901 SE Witch Hazel Rd, Hillsboro, OR 97123, or by calling 503-844-1340.

# **Parental Rights to Review Materials**

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

#### **Health Curriculum Content**

According to Oregon state law and Board Policy IGAI, parents are notified that age-appropriate material regarding human sexuality, HIV/AIDS, and sexually transmitted disease prevention will be taught in the health curriculum. Parents of minor students will be notified in advance of any human sexuality and/or AIDS/HIV instruction and may excuse their child from that portion of the instructional program by submitting a written request to the principal.

#### **Surveys and Research Projects**

Research studies may be requested by universities to satisfy advanced degree requirements for graduate students. The District evaluates the intrusion of the survey or research tool and works with the university prior to approval. Interruption of instructional time is a primary consideration in approving or denying surveys or research projects. The District requires notification to parents when a research study proposes to use student data or responses and gives parents a chance to exclude their student from such activity.

#### **Annual Student Survey**

The District administers a student survey annually. This survey is completed by students in selected grade levels between Grades 5 and 12. The survey gathers information on school safety, drugs and alcohol, and instruction-related issues. Results of the survey are used for school improvement planning, grant applications, and evaluation of progress toward goals. Parents may contact Becky KingSmith with any questions at 503-844-1500 or <a href="mainto:kingsmir@hsd.k12.or.us">kingsmir@hsd.k12.or.us</a>. For more information refer to the PPRA (Protection of Pupils Rights) amendment in the Standards of Student Conduct.

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

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

As used in this policy, a "personal electronic device (PED)" is a device not issued by the District that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

If the District implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices in this manner will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or are provided free of charge to students who do not use their own devices.

The District will not be liable for personal electronic devices brought on District property or to District-sponsored activities. The District will not be liable for information or comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

Social media tools (as defined in Administrative Regulations <u>JFCEB-AR: Personal Electronic Devices and Social Media – Students</u>) may be used by students in a manner that supports the instructional and learning environment.

Administrative regulations may include grade-level or age-level possession and/or use restrictions by students on District property and at District-sponsored activities; consequences for violations; a process for responding to a student's request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the Superintendent or superintendent's designee may deem necessary.

Full policy language for JFCEB: Personal Electronic Devices and Social Media – Students is available on our website at <a href="www.hsd.k12.or.us">www.hsd.k12.or.us</a>. Legal Reference(s):

ORS332.107

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

#### **Student Device Use Guidelines**

When accessing the District's technology hardware and network, students agree to use it in a responsible, ethical, and legal manner in support of teaching, learning, District work, and the attainment of the Board's goals. Use implies acceptance of the terms of these guidelines. Failure to follow these guidelines, District

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

policy, and administrative regulations governing use of the District's system may result in the suspension and/or revocation of system access, and disciplinary action up to and including suspension or expulsion. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines, or other charges may also be imposed.

#### **General Guidelines**

- 1. Keep the device safe and secure.
- 2. Do not leave devices unattended and visible in a vehicle.
- 3. Keep devices away from liquids, and keep liquids away from devices.
- 4. Use network systems to back-up your data. The responsibility of backing up personal data located on devices is solely the end user's responsibility.
- 5. Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the District's technology.
- 6. Users are personally accountable for behaviors that are illegal, destructive, or that are not directly related to the District's work.
- 7. Users shall act in a manner that protects the security, integrity, and reliability of technology equipment, infrastructure, and services.
- 8. Users are advised not to share passwords with others or use another person's password. Doing so is a breach of security that threatens District's information, services, and fiscal controls.

#### **Acceptable Use of Technology Equipment**

Acceptable use includes activities that directly relate to the District's work, teaching, and learning, or that support the attainment of Board goals and priorities. Such use may include electronic or voice mail, real-time electronic conferencing, reading or posting messages on websites or online communities, accessing internal information databases and other shared resources, and access to external resources through the Internet or commercial services.

Electronic communication devices, technology equipment, infrastructure, and services are provided to support District work. Limited personal use of these services is permitted if there is no additional direct cost to District, and if personal use does not interfere with student learning, conflict with employee work responsibilities, violate the professional code of conduct, result in personal financial advantage, or violate Board policy or administrative regulations.

#### Replacement of lost, stolen, or damaged devices by Students

If the above guidelines have been followed, students will not be held responsible in the event that their technology equipment is lost, stolen, or damaged such that a replacement is needed. However, students and their families may be held financially responsible for any problems caused by negligence as determined by District or school administration. Examples of negligence include, but are not limited to:

- 1. The device was left unattended in an unsecured area.
- 2. The device was left visible and unattended in a vehicle.
- 3. The device was intentionally damaged.
- 4. The device was damaged due to negligent treatment.
- 5. The device was being used or was placed in hazardous-to-device areas such as around water, in the rain, near unguarded containers of liquid, or in a bag with a container of liquid.
- 6. The device was damaged while being used (for non-school use) by a person other than the student or employee.
- 7. The device was lost, stolen, or damaged during non-school related use, where proper safety and/or security measures were not implemented.
- 8. The device was damaged while being used in a way in which the device was not intended to be used.

#### In the event of lost, stolen, or significantly damaged devices:

- 1. If stolen, immediately contact the police and complete a police report.
- 2. Contact the Technology Department at 503-844-1513 to obtain needed information for insurance and police reports (model, bar code number, serial number, purchase price, purchase date, replacement cost).
- 3. Within 48 hours, report loss to the school's Media Assistant, Office Manager, or Principal.

# **Residency and Student Transfer Requirements**

#### **Residency Requirements**

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

The elementary home school determines the feeder path a student will take into middle or high school. To determine the student's assigned attendance area, please use the "Find my Home School" tool on the Transportation Department page of the District website or contact Transportation Services at (503) 844-1123. Questions regarding requirements to confirm residency should be referred to the home school.

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

#### **Transfer Requests**

Residents of the Hillsboro School District who wish to transfer to a school other than their home school must initiate a transfer request within the established schedules. There are two transfer request processes: (1) In-District, for requests to attend schools within the Hillsboro School District; and (2) standard inter-district, for requests to schools outside the Hillsboro School District (i.e., Beaverton or Forest Grove School Districts).

Under the standard inter-district transfer process, resident students must obtain a release from the Hillsboro School District and an acceptance from the non-resident district; non-resident students who wish to attend a school in the Hillsboro School District must be accepted by the Hillsboro School District and obtain a release from their resident district.

Transfer requests are considered equitably and are not based on the student's race, religion, gender, gender expression, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individualized education program, the terms of an individualized educational program, income level, residence, proficiency in the English language, athletic ability, academic records, behavioral records, or eligibility for participation in a talented and gifted or special education or related program.

If there are more requests received than there are slots available for release or acceptance, an equitable lottery process will be held to determine who will receive the slots.

General terms of acceptance are that transportation is the responsibility of the family, and that the student must abide by stated attendance and behavior expectations: 1) Attendance of 92% or greater; and 2) No major referrals, no referrals of five days or more, and no expulsion. These terms will be applied

consistently to all similarly situated students on inter-district transfer such that they do not have the effect of discriminating against a class of persons.

Upon acceptance by Hillsboro School District, inter-district transfer students on an individualized education plan or in need of special education services will be asked to contact the Student Services department at 503-844-1500.

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

The OSAA states, "It is a Fundamental Rule of the Association that a student must attend the high school in the high school attendance boundary within which the Joint Residence of the student and the student's parents are located. Exceptions to this Fundamental Rule are to be narrowly construed." (Rule 8.6.1). Parents may contact OSAA at (503) 682-6722 with specific questions.

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

Transfer students who wish to return to their home school must submit notification in writing to their current school to withdraw their transfer. To transfer to a different school, the student must submit a new application. Students also may need to reapply for a transfer to continue at their current school if a change in residence moves them into a new home school attendance area.

#### **Transfer Policies**

JECC: Assignment of Students to Schools

JECC-JC-AR: In-District Transfers

JECB: Admission of Nonresident Students

JECF: Inter-District Transfer of Resident Students

For additional information on the District's transfer protocols and timelines, please visit the <u>Boundaries</u> and <u>Transfers</u> page of the website under the For Families drop-down menu.

#### **Student Withdrawal from School**

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

- 1. The parent or guardian must contact the school either personally, by telephone, or in writing to authorize the withdrawal.
- 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 withdrawal, while the media assistant or bookkeeper will confirm any outstanding debts.
- 3. Refunds of student body fees are prorated according to a schedule, and refunds are sent through the mail to the student's parent or guardian.

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

# **Selling/Advertising/Posters**

Students and community members are not to sell, distribute, or advertise any items or services on campus unless they have the approval of the school administration. Information on the flyer approval process is available on the Community page of the District website at <a href="https://www.hsd.k12.or.us/flyers">www.hsd.k12.or.us/flyers</a>.

# **Social Security Disclosure Statement**

Providing a student's social security number (SSN) is voluntary. If provided, the District will use the student's SSN for record keeping, research, and reporting purposes only. The District will not use the SSN to make any decision directly affecting the student. Student SSNs will not be given to the general public. If a parent/guardian chooses to not provide a student's SSN, the student will not be denied any rights. Providing a student's SSN means the parent/guardian consents to the use of the student's SSN in the manner described.

OAR 581-021-0250 (1)(j) authorizes school districts to ask for students' social security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. The 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, and to help school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the classroom.

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 residents get the best jobs available.

Student SSNs will be used only for statistical purposes as listed above. State and federal laws protect the privacy of student 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 of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent:
- 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 copies of the District policies that pertain to student education records:
  - o JO/IGBAB: Education Records/Records of Students with Disabilities
  - o JO/IGBAB-AR: Education Records/Records of Students with Disabilities Management
  - o JO/IGBAB-AR Appendix A: Student Record Retention Schedule
  - o JO/IGBAB-AR Appendix C: Request for Student Records

Copies of policies are available from the building principal, from the District Administration Center, or online at www.hsd.k12.or.us.

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

# Sustainability

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

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

# **Testing Information**

#### SAT or subject area test, ACT, Pre-SAT, PSAT

Students planning to attend a four-year college or university should review admissions requirements to determine if the SAT or ACT is required or optional. Oregon's public colleges and universities and many of our Oregon private, not-for-profit colleges, do not require students in the class of 2022 and beyond to submit test scores with the application. Students can choose whether they want to submit their test scores with their application. In most cases, if you do send scores, the admissions committee will use them when making admissions and scholarship decisions. However, if you do not submit test scores, you will not be penalized. While the majority of applicants have a choice, some students may still be required to submit scores. Some colleges may require applicants to submit additional information if they choose not to send test scores. It's important to know the requirements for each college to which you plan to apply. Students must check college websites, catalogs, and with their school counselor for specific entrance requirements.

The SAT (Scholastic Aptitude Test) and/or, the ACT (American College Test) are the standard college entrance exams that can be used to meet requirements, if needed for admissions or scholarships. Some schools also require SAT subject area tests. Both SAT and ACT exams are offered in our schools on some of the national dates and at neighboring district schools on other dates. Check in the counseling center for details. The SAT and ACT carry a test fee. Fee waivers are available for students, but they must check with their counselor. For more information regarding the difference between SAT and ACT and more, please go to: http://oregongoestocollege.org/requirements/tests.

- <u>SAT</u>: 2023-24 August 26, October 7 November 4, December 2, March 9, May 4, June 1. \*SAT Subject Tests are not given in September & April. Please see your school's counselor for updated information. The cutoff SAT registration dates are approximately five weeks before each test.
- <u>ACT</u>: 2023-24 September 9, October 28, December 9, February 10, April 13, and June 8, July 13. (The ACT will be offered free of charge to all juniors in the Hillsboro School District. Please work with the Counseling Office to access this opportunity.)

<u>PreACT:</u> HSD Determines the date. All Sophomores, 10<sup>th</sup> Grade students may take the PreACT at their home school October 18, 2023.

#### **PSAT**

At the junior level, PSAT is the only route of entry to the annual scholarship competitions administered by the National Merit Scholarship Corporation. **Juniors**, 11<sup>th</sup> grade students can sign up to take the PSAT on October 18, 2023 at their home high school. For PSAT scores to qualify for National Merit Scholarships, students must take it in their Junior year and it is only offered in October.

Please check with your school's counseling center for specific information. Website: www.actstudent.org www.collegeboard.com/SAT.

# **Transportation**

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

Prior to the opening of school, parents/guardians of incoming Kindergarten-12<sup>th</sup> graders are asked to visit the MyBus page of the District website (under Departments/Transportation) for information about their student's eligibility for bus service and, if applicable, their assigned route. Parents/guardians of incoming kindergartners will receive bus information through the mail. Questions and inquiries should then be directed to Transportation Services at (503) 844-1123.

# **Volunteer Requirements/Procedures**

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

#### **Volunteer Procedures:**

There are five basic steps to becoming a volunteer through our online system:

- 1. Read the District's Volunteer Handbook (a link to the handbook can be found in the application).
- 2. Complete the **Online Volunteer Application and Criminal History Verification Information**. (criminal history re-checks will be done every two years, if you wish to continue volunteering).
- 3. Begin the Fingerprint Background Clearance Process, if applicable.
- 4. Contact the school that interests you directly, either by email or phone, to see what opportunities they have available. You volunteer application must be fully approved in order to begin volunteering.

This process can take several days or more, so get your application in early.

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

Contact your school for approval status and volunteer assignments. Reminder: Sign in and out in the main office, and wear your volunteer badge at all times.