Hillsboro HIGH SCHOOL

3285 SE Rood Bridge Road Hillsboro, OR 97123

Important Telephone Numbers:

Main Office: 503-844-1980 Attendance Office: 503-844-1980 x3734 Athletic Office: 503-844-1980 x3797 Counseling Office: 503-844-1980 x3788 College and Career Center: 1980 x3783 Registrar: 503-844-1980 x3791 Bookkeeper: 503-844-1980 x3733

Transportation: 503-844-1123

2023-2024

PARENT-STUDENT HANDBOOK

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Principal Welcome Letter

August 2023

Dear Hilhi Students and Families,

With great excitement we welcome you to another incredible year at Hillsboro High School. Hilhi is an amazing diverse school with fantastic staff, strong tradition and a culture built on community, collaboration and excellence.

At Hilhi, you will find a learning environment that promotes intercultural awareness, holistic learning, bilingualism, and a strong sense of community. We have a wide variety of offerings including our International Baccalaureate Diploma Program (11-12), College and Career Pathways (9-12), AVID Program (9-12) and Spanish Dual Language Program (9-12). Each of these programs provides students with rigorous learning targeted to individual interests, while preparing them for success after high school.

At Hilhi, you will also find a robust offering of activities, athletics, and arts that aim to enrich your high school experience. We encourage participation in clubs, choir, band, numerous athletic teams, and our leadership programs. These opportunities support students in gaining the necessary skills and habits to be successful in high school and in life.

The Hillsboro High School Parent-Student Handbook provides information vital to the success of every student. In the following pages you will find policies and practices that guide us as a community and enable all to find success. I encourage you to review this with your family to know what we expect from our students and families.

We are excited to start the 2023-2024 school year and all that we will accomplish.

GO SPARTANS!

Sincerely,

Cary Meier Principal

Parent - Student Information

Mission and Vision

Mission:

Ensure the success of all students.

Vision:

Close the achievement gap while increasing the academic achievement of all students.

Values:

- Risk Fail Grow
- Emphasize Student Successes, Instead of Student Failures
- Relationships, Community, Respect
- Above and Beyond the Content
- Modeling and Participation

Academic Principles:

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

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

Spartan Pride

We are invested in a positive and supportive school environment. We make choices that reflect empathy and respect and we celebrate the diversity of our school community. We authentically reflect on our actions and engage positively with each other.

As a result, we ask our students and staff to cultivate kindness, pursue potential, and represent responsibility.

Parent Communication

Parent involvement is crucial in the academic and social success of students. Parents are encouraged to be active participants in the high school experience of their students. Throughout the school year, there will be a variety of ways in which parents can engage with administrators, counselors, and teachers.

To receive school announcements and important information, please make sure that your phone number and address are up-to-date in our student information system. Parent conferences, meetings, and general announcements will be communicated via the following:

www.hsd.k12.or.us/hilhi

- A monthly newsletter from Principal Vickery, e-mailed to parents that have an e-mail address listed on Synergy.
- Occasional e-mails, sent when there is immediate update information to go out or news of an upcoming event are sent to students and/or parents with e-mails listed in Synergy.
- Auto-dialers to primary phone numbers as listed in Synergy.
- School-wide television screens.

You can check Parent Vue to see if you have an e-mail listed and that your phone number is up to date. If you need assistance with this, need to change something or set up your Parent Vue App, we will have staff to assist you at Walk Up Registration prior to school.

If you're interested in becoming more involved through volunteering or by engaging in any parent or school advisory groups, please contact the main office and they will connect you to opportunities. If you have a concern about your student's academic progress or social experience at Hilhi, after you have contacted teachers, please contact your student's counselor or administrator for support.

Bell Schedules

Hilhi follows a Day 1/Day 2 alternating schedule. Students report to individual classes every other day, as indicated on their class schedules. Please refer to the Hilhi website and the weekly bulletin for the weekly schedule. Day 1/Day 2 designations are posted daily in the main office.

			Academic		
			Seminar		
			Schedule:		
Period	Monday	Tuesday	Wednesday	Thursday	Friday
1/5	8:30-	8:30-	9:00-	8:30-	8:30-
1/3	9:54 a.m.	10:03 a.m.	10:26 a.m.	9:49 a.m.	9:49 a.m.
2/6	10:00-	10:09-	10:31-	9:55-	9:55-
2/0	11:24 a.m.	11:42 a.m.	11:58 a.m.	11:19 a.m.	11:19 a.m.
Advisory/Spartan	11:30 a.m			11:25 a.m	11:25 a.m
Academy/Assembly	12:00 p.m.			12:10 p.m.	12:10 p.m.
3/7A	12:36-	12:18-	12:34-	12:46-	12:46 –
5/7A	02:00 p.m.	1:51 p.m.	1:59 p.m.	2:06 p.m.	2:06 p.m.
	12:00-12:30	11:42 a.m	11:58-	12:10-	12:10-
Lunch 1		12:12 p.m.	12:28 p.m.	12:40 p.m.	12:40 p.m.
	p.m.	12.12 p.iii.	12.26 μ.π.	12.40 p.m.	
3/7B	12:06-01:30	11:48 a.m	12:04-	12:16-	12:41-
3/76	p.m.	1:21 p.m.	1:29 p.m.	1:36 p.m.	2:03 p.m.
Lunch 2	1:30-	1:21-	1:29-	1:36-	1:36-
Lunch 2	2:00 p.m.	1:51 p.m.	1:59 p.m.	2:06 p.m.	2:06 p.m.
4/8	2:06-	1:57-	2:05-	2:12-	2:12 -
4/0	3:30 p.m.	3:30 p.m.	3:30 p.m.	3:30 p.m.	3:30 p.m.

Contact Information

Hilhi		District Resources		
Main Office	503-844-1980	(TOPS/PEARL/GED) Oak Street Campus West	503-844-1680	
Counseling Center	503-844-1988	Oak Street Campus East	503-844-1000	
Attendance Office	503-844-1990	Transportation	503-844-1123	
(Office & Counseling) Fax	503-844-1999	Nutrition Services	503-844-1459	
(Athletics) Fax	503-844-1983	District Office	503-844-1500	

To contact a specific administrator, counselor, or teacher, please visit the Hilhi website at www.hsd.k12.or.us/hilhi or call the main office for assistance. Spanish interpretation is available.

Who To See For What

Absences	Nuria Pence/Attendance Office
Address or Phone Change	Diana Farlow/Registrar
Alternative Programs	Counseling Center
ASB Sticker	Alice Hart/Bookkeeper
Athletics Information	John Matsuo/Athletic Director
Clubs/Activities	Sarah Cole/Activities Director
College and Financial Aid	Gladys Guzman/Career and Counseling Center Secretary
	Alice Hart/Bookkeeper
Library Fines/Textbooks	Mikayla Mick/Library
Health Concern/Medication	Salma Ahmed/Health Assistant
Internet Account	Mikayla Mick/Library
Job/Career Information	Kassandra Hernandez/Counseling Center Secretary
Locker	Brissa Mascorro/Assistant Principal Secretary
Lost and Found	JoAnn Silvas/Receptionist
Lunches	Shelley Pollard/Cafeteria
Parking Permit	Brissa Mascorro/Assistant Principal Secretary
Phone Messages	JoAnn Silvas/Receptionist
Poster Approval	Brissa Mascorro/Assistant Principal Secretary
Schedules	Kassandra Hernandez/Counseling Center Secretary
Stolen Property Report	Brissa Mascorro/Assistant Principal Secretary
Student Assistance/Support Counseling	Kassandra Hernandez/Counseling Center Secretary
Student I.D. Card	Brissa Mascorro /Assistant Principal Secretary
Textbooks	Teacher or Mikayla Mick/Library
Transcript Requests	Diana Farlow/Registrar
Tutoring/Academic Supports	Teacher or Counseling Center
Visitor's Pass	JoAnn Silvas/Receptionist
	Diana Farlow/Registrar
Yearbook	Laura Lyons/Yearbook Advisor or Alice Hart/Bookkeeper

Academic Information

General Academics

Grading System

The grading system of each individual teacher will be provided to every student in the form of a syllabus at the beginning of each term. Please see "Grading" in the District section of this handbook for additional information.

Grade Changes

When a teacher wishes to change the grade recorded for any student after the grading period, s/he must obtain administrative approval. Any student who wishes to request a grade change must work through their counselor and teacher.

Grade Check

Students may pick up a grade check form in the Assistant Principal's office or Counseling Center. Some teachers maintain web pages for their classes. Check the Hilhi website for links to these pages. Access to grades is also available online. Contact the Counseling Center for access information. If parents have specific concerns regarding a course, they should contact individual teachers first.

Homework and Make-Up Work

Student learning is enhanced by practice outside of class. Consequently, homework may be assigned in all courses. The amount of homework varies with the type of course. Each course syllabus contains information regarding the specific homework practices.

Whenever students miss a class, it is the student's responsibility to see his/her teachers concerning makeup work. Consult the course syllabus provided at the beginning of the term for specific classroom makeup policies.

Report Cards and Progress Reports

Progress report grades are mailed to parents quarterly. Official semester grades will be mailed to parents soon after the end of each grading period, as indicated on the school calendar.

Schedule Changes

Schedule changes are initiated through the grade-level administrator. Schedule changes are not guaranteed and often have implications across the school. All schedule changes must be made within the first ten school days of the semester. A student who drops a class after two weeks into the semester will receive a Withdraw Fail (WF) for the semester, regardless of current grade in the class, unless the grade-level administrator indicates no penalty with a withdraw pass (WP) due to extenuating circumstances (in some cases a doctor's note may be required). The WF will appear on his/her transcript and impact a student's GPA in the same way as an F.

Schedule change requests will be considered if:

- One or more "See Counselor" appears in the schedule or a period is missing (if this is the case, it is likely that none of the electives or alternate choices were possible).
- Extenuating circumstances exist as listed on the grade change form.

Schedules will not be changed for the following reasons:

- Specific teacher request. Due to class sizes students must be evenly distributed throughout sections.
- Preferred lunch period. Lunches are allocated on number of students per session.
- Unwanted elective or additional core class. It is possible that a student may have received electives for which he/she did not forecast for. This is due to limited space in classes or a schedule conflict.

Academic Recognition

See Hillsboro School District 2023-24 High School Course Catalog.

Career and Counseling Services

Mission Statement

The Hillsboro High School counseling program is dedicated to meeting the academic, personal/social, and post-secondary needs of all students. Students will have access to a rigorous educational program and opportunities to become career and college ready.

Student Support

The counseling center can provide both academic support and social/emotional support and resources for students. Staff and students may initiate support requests, but parents are also encouraged to refer their student to the counselor as needed. Individual counselors will work with parents and a school-based team to identify appropriate interventions and supports.

Throughout the year, counselors will meet periodically with students to assess their individual progress towards meeting graduation requirements. Grade-level classroom guidance will also be held.

In order to ensure that all students are college prepared, eligible, and ready, counselors will help students develop personalized post-secondary plans which may include:

- PLAN, ACT, and SAT preparation
- College visits
- Financial aid and scholarship applications
- College admission applications

- Dual-credit opportunities
- Internships/job shadows
- Career planning

How to Request an Appointment

Students are asked to request an appointment with their counselor through the counseling secretary. Parents may contact their student's counselor directly via email, phone, or by making an appointment.

Career and College Resources

Information on scholarships, college applications, federal financial aid, SAT/ACT testing, and post-secondary planning is available in the counseling center. Up-to-date information is available through the following:

On Facebook: Hilhi Counseling Center
 On the web: www.hsd.k12.or.us/hilhi
 Instagram: @hhscareer
 Twitter: @hhscareer

Career Development Credit

All students are required to complete a .50 Career Development credit to satisfy graduation requirements. The credit is earned once a student completes the following activities:

- A job shadow
- A resume
- Participation in career and college guidance activities
- A personalized post-secondary plan and profile

Students must complete the career development credit independently with supports available through their College and Career Pathway, the IB program, and their counselor.

Student Services

Cafeteria

High School Meal Prices for 2023-24:

Meal/Item	Per Day	Per Week	Per Month
Milk	FREE	N/A	N/A
Breakfast	FREE	N/A	N/A
Lunch	FREE	N/A	N/A

^{*}In 2023-24 - All Hillsboro High School Students meals are free. - No form is required.

Health Services

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

- Care of emergency illnesses and accidents occurring at school is handled by the health assistant. The health assistant is not a nurse. The office is not a hospital or doctor's office and must only be used for first aid, referral for care, or to arrange to go home when ill or injured.
- Parents or guardians are responsible for transportation home in case of illness and will be notified by the health assistant. Students are not permitted to go home without parental consent.
- Students should report to class and obtain a pass before reporting to the health office except in cases of extreme emergency.
- The health office will not store or dispense medication without having a medication authorization form filled out and on file.

- If a student wishes to carry their own over the counter medication, they must have both the medication authorization form and self-carry form on file.
- In the event of COVID 19 related symptoms, guardians will be contacted to pick up the student. All local public health guidelines will be followed.

Library/Media Center

The Hillsboro High School Library 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 promotes leisure reading. It is open for students looking for a quiet place to read, conduct 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.

Lockers

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

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

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

P.E. lockers are maintained by the Athletic Director and P.E. department. To obtain a P.E. locker, a student must talk with their P.E. teacher. Students are required to provide their own locks and be responsible for their belongings. Hillsboro High School is not responsible for lost or stolen items.

Textbooks

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

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

Activities and Athletics

All requirements for athletic and activity participation are outlined in the Hillsboro School District's Standards of Student Conduct and the Athletics & Activities Handbook. These materials are available in the Athletics Office.

ASB Stickers

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

Clubs and Organizations

At Hilhi, we value student participation in extracurricular activities. Currently, there are over 20 clubs offered for students to come together to discuss common interests and build leadership skills. There will be an opportunity in the fall for interested students to sign up for club participation. New clubs and school-related organizations that represent the common interests of a group of students and a faculty advisor may form under the following procedures:

- At least 10 students and an advisor must indicate their willingness to participate.
- A constitution must be written following a prescribed outline available in the activities office.
- Clubs will be chartered by the ASB Executive Board with the final approval of administration.

Fundraising

Student fundraising activities shall be approved by the Activities Director and the Principal and shall be for the purpose of maintaining or adding to the educational function of the activity. All outside school fundraising shall be approved by the Superintendent, who shall ensure District-wide coordination. All monies raised by school activities shall be processed through the proper books of the District.

Student ID Cards

All students will be issued a student ID card and lanyard. They must have it visible with them at school and at all Hillsboro School District events or activities. This is required to enter an event (game, performance, dance, etc.), and to pick up yearbooks. All students must have ID pictures taken at registration or upon enrollment. Students who have lost their cards may obtain replacement cards in the main office at a cost of \$5. Students must carry their ID card on campus, at school-sponsored events, and must present the ID to district or building staff members upon request. Student ID cards must be visible at all times.

Attendance

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

Oregon law (ORS.339.010) and School Board Policy (JEA) require regular attendance. Parents will receive an automated phone call anytime that their student has received an unexcused period absence. Excessive absences or tardies will be reported to parents. Conferences with counselors and administrators will be held to provide support to students and families. Continued truancy or excessive absenteeism may result in a referral to the Hillsboro Police Department, which can result in a court appearance and a fine for the parent/guardian.

Please refer to the following guidelines in order to make arrangements for student absences:

- All absences must be excused via phone or email within 48 hours of the absence.
- Parents must call the attendance office to approve the pre-arranged absence. The student must pick up the form in the attendance office and have it signed by each teacher. The form must be completed and returned to the attendance office prior to the absence. Lengthy prearranged absences are not recommended, as students need to be in class.
- Please note we do appreciate pre-arranging absences. However, absences for things like family vacations or non-school athletic event are considered unexcused absences.
- In some instances, class material covered during the absence cannot be made up (ex: class discussions, films, and lectures). The teacher may choose to give an alternate assignment.
- Students will be expected to complete all assigned work prior to returning to school unless special arrangements are made with the teacher. All tests will be made up immediately upon return.
- Assignments will be posted on Google Classrooms for students to access in most classes.

Medical/Dental Appointments

Students are encouraged to schedule medical and dental appointments at times other than regularly scheduled class time. When it is necessary to keep an appointment during school hours, parents should call the attendance office in advance and the student must pick up an appointment slip at the attendance office prior to leaving school. Independent students need to have this slip signed by the doctor or dentist and return it to school. Calling in advance to excuse your student will help ensure that your student is ready to leave on time.

Leaving or Returning to School

Hillsboro High School is NOT an open campus! School Board policy requires that student's remain on campus from the time they arrive until the end of their school day. Leaving campus during the day <u>for any reason</u> without first checking out through the Attendance Office will result in unexcused absences for any class periods missed. If a student has to leave during the day for any reason other than a school activity, the attendance office should be notified so the student can be called for and dismissed and students are subject to school-based consequences.

Truancy

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

Tardies

Students arriving to campus from an appointment should check in through the attendance office for a pass to class.

At Hillsboro High School, we value instructional time. Students who are tardy miss valuable class time. Tardies will be tracked and conversations with an administrator will happen as needed. Consequences will range from a lunch detention to an after school or Saturday detention.

Participation Eligibility

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

Field Trips

Participating in a field trip is a privilege, not a right. Students who have many absences (eight or more) or are failing a class may be denied permission to go on a field trip.

Senior Skip Day

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

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

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

School Policies and Procedures

Announcements

Announcements are made weekly. In order to have an announcement read, please send an email to the Activities Director.

Assembly Behavior

- Be seated promptly.
- Be courteous to peers, teachers, and guests.
- Put away electronic devices.
- Conduct yourself responsibly at all times.
- Remain seated until dismissed for safety reasons.

Dress Code

At HilHi, we follow the District's guidelines for dress. A complete dress code can be found in the Hillsboro School District Standards of Student Conduct. A copy of the Standards of Student Conduct is available online on the District's website.

Electronic Devices

Students are expected to have a Chromebook (school-issued) or other device that they can access their Google accounts and be used in every class. In person classes will have Google Classrooms and technological elements such as turning in papers and projects into a classroom, as well as collecting data and storing and sharing it.

All electronic sound or communication devices such as cell phones, MP3 players, iPods, and games may be brought to school but cannot be used during the school day unless they are given permission to do so by a staff member. The school does not take responsibility for electronic devices that are lost, damaged, or stolen. Students should never leave their electronic devices unattended.

It is our goal to embrace technology, while also teaching students about when it is the right time to use it in the classroom. It is acceptable for students to use technology appropriately during breaks. It is not acceptable to use technology in the classroom unless students are given permission by their teacher for a specific academic purpose. Teachers will provide specific policies to students about cell phone use during class.

If technology is used without permission, the device may be subject to confiscation with further consequences from teacher or administration.

Continued confiscation is considered a disturbance and disruption of the school environment. Disturbance and disruption of the school environment is a group B offense of the Hillsboro School District

Standards of Student Conduct. Students will be subject to additional consequences for each subsequent offense.

Fines

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

Food and Drink

Food and drink are only allowed in the classrooms with teacher permission. This includes Starbucks and Dutch Bros. This may change based on health and safety protocols as we will follow guidelines sent down from the CDC and the Washington County Health Authority as well as the Hillsboro School District Safety Department. (Currently NO FOOD or DRINK is allowed to be consumed in classrooms!)

If a guardian wishes to leave food for a student they may at the front desk and the student will be allowed to pick it up at their assigned lunchtime only.

Food delivered from restaurants through apps like Grub Hub, Uber Eats, Door Dash, Pizza Deliveries, etc. are not allowed at school. The school will not accept them, nor will a student be allowed to leave class to receive an order.

Parking/Student Traffic

All motor driven vehicles must be registered with the main office. The parking sticker must be placed on the bottom left of the front windshield. Parking stickers are \$30 for the first car and \$1 for each additional car.

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

Parking is on a first-come, first-served basis. Student parking is in the east lot and the parking lot in front of the gym and front office (excluding visitors' spaces and the fire lane). Students are not to park in the visitor or faculty lots. The areas directly behind the gym, behind the math/science building, in front of the bus ramp, and alongside the language arts building are not for student use.

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

- Good judgment and courtesy should prevail at all times when operating your vehicle on campus and in neighborhoods surrounding the school. Driving safely, patiently and attentively is always essential, but especially so at dismissal.
- Busses have the right of way.
- The speed limit is 10 mph.
- The school and district are not responsible for damage or theft involving cars on campus.
- Failure to abide by these campus guidelines or other driving rules of the State of Oregon (such as being properly licensed to drive or have passengers in a vehicle) may result in temporary or a year-long loss of driving privileges to school.

Personal Calls

Personal calls should be made before school, at lunch, or after school. A phone is available in the main office for emergency calls only. In order to maintain the learning environment, please do not call or text your child during class times.

Public Displays of Affection (PDA)

School is not the place for long embraces or kisses. Couples may hold hands and put their arm around each other's waist. Respect yourself, each other, and those around you.

School Dances

- All school rules will be enforced.
- Student ID is required for admission no exceptions.
- No outside food or drink is permitted.
- Guests must be approved by Hilhi and the guest's school administration in advance, using the official form that can be picked up outside the Activities office. In order to request a guest pass or be approved to go to another school's dance, the Hilhi student must be in good standing: (having 90% attendance or meeting the stipulations of an attendance plan, not have any pending disciplinary actions, passing all classes)
- Appropriate dress code must be followed. The guidelines will be posted in the Activities Office ticket sales window prior to a dance.
- Appropriate physical contact only. Adult chaperones will interrupt student behavior. More than one warning will result in dismissal from the dance.
- Every Hilhi student and their approved guest will be given a security wristband to wear at the
 dance. If a student receives a warning for inappropriate dancing and/or behavior, his or her
 wristband will be removed and the student given a verbal warning. If the student continues the
 inappropriate dancing and/or behavior, and his or her wristband has already been removed, he
 or she will be escorted out of the dance.
- Students who leave the dance for any reason will not be readmitted.

Security Cameras

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

Student Messages

We need the cooperation of both students and parents in minimizing interruptions to students during the school day. We do not make overhead announcements. Only emergency messages will be delivered during class time. Requests must be made by parents or guardians by contacting the attendance office.

Student Supervision

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

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

- All parking lots (except with a pass from the attendance office)
- Behind the following buildings; Math/Science, Language Arts, Technical Education, Wood Shop, and Creative Arts
- Creative Arts building courtyard
- Locker areas (during class time)
- Building hallways are off limits when classes are in session during lunch periods
- Athletic fields and dugouts

Visitors

Parents and guests are always welcome in the building. Please enter through main doors and check in at the main office. All visitors are required to wear visitor identification tags when on our campus during a school day. As a courtesy to staff, we require that parents provide advanced notification if they wish to visit classes. As a matter of building security, teachers are asked not to allow visitors into the classroom unless the visitor has checked into the main office and is wearing a visitor identification badge.

Due to safety concerns and sensitivity to the education process, **student visitors are not allowed on our campus during the school day**. This includes siblings, students from other schools, and out-of-town student guests.

HILLSBORO SCHOOL DISTRICT Information and Policies

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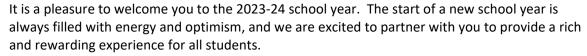
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Superintendent's Welcome

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
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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
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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
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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
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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 (8th 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:

District Office	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 nts 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)	work experience, internsingly, and other off campus experiences as 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 (HE) (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	ing 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.
I	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 www.hsd.k12.or.us.

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

Many radio stations begin announcing school closures by 5:30 a.m. 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 th / 8 th Grade:	
Homework Planner (required for all students)	\$5
Replace ID Card	\$2
Yearbook	TBA
*Other Fees	

^{*}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

^{*}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

^{*}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:
- https://youtu.be/-MxyH_pXPmA (English)
 https://youtu.be/oqUjLtTOK 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.

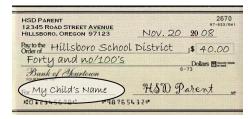
Elementary Schools

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 1st online at http://www.hsd.k12.or.us/nutrition, in your school's main office, or at the Administration Center. Applications may also be submitted online through Linqconnect.com. 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 49th 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 kingsmir@hsd.k12.or.us. 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 law¹.

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 www.hsd.k12.or.us. 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

¹The 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 www.hsd.k12.or.us/flyers.

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, 10th 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**, 11th 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-12th 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.