LIBERTY HIGH SCHOOL

7445 NE WAGON DRIVE HILLSBORO, OREGON 97124

Important Phone Numbers

Main Office: 503-844-1250 Attendance Office: 503-844-1259 Counseling Center: 503-844-1260 Athletics: 503-844-1250, Option #8



2021-2022

PARENT-STUDENT HANDBOOK

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Welcome to Liberty High School



Dear Liberty Falcon Community,

It is with great excitement that I welcome you to the 2021-2022 school year. This will be an exciting year for us as we welcome the class of 2025, continue to prepare the classes of 2024 and 2023, and graduate the class of 2022.

Our school mission statement reads, "Liberty High School students will actively take part in their education, demonstrate respect and pride in themselves and their community, and possess the skills necessary for success." As visitors enter Liberty through the rotunda and look up, they see the mission statement written around the top. The mission statement and its placement is meaningful because it symbolizes our staff commitment to preparing each of our students for future success.

This student handbook describes numerous opportunities and guidelines to help our students live out the mission statement to "demonstrate respect and pride in themselves and their community." I look forward to the many ways that students will develop "skills necessary for success" through core academic classes, a wide variety of elective classes and focus programs, AP courses, and dual-credit options as well as through many extra-curricular activities, sports, and clubs.

Liberty High School is also focused on creating strong partnerships between home and school to establish trust through open communication. We know this is critical to support our students.

As always, I ask each of you to be proud of Liberty. I know I am looking forward to standing on the stage at graduation, beaming with pride, as we celebrate the accomplishments of our students.

Liberty Proud,

Greg Timmons

Liberty High School Principal

Mission

Liberty High School students will actively take part in their education, demonstrate respect and pride in themselves and their community and possess the skills necessary for success.

Student Supervision

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Supervision will be provided at **8:00 am** before school and until **3:45 pm** in the approved areas on campus. During Academic Seminar, adult supervision will not be provided until 8:30 am.

Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity. Students need to leave campus promptly at the end of the day, unless remaining for a **supervised** activity.

Who's Who at Liberty High School

Principal

Greg Timmons

Assistant Principals

Melissa Carrillo-Fields

Cecilia Murray

Athletic Director/Assistant

Principal

Alan Foster

Dean of Students

Brent Saxton

Activities Director

Christopher Keller

Emily Staat

Academic Options

Katy Shelton

Instructional Coach

Bret Davis

Business/Career/Technology

Kevin Crabtree

Kayla Kero

Steffan Ledgerwood

Eric Mahlum

Jeremy Nesbitt

Kristen Rekow

Sally Reyes

Ramona Toth

Counseling

Jennifer Dushik

Angeles Ibarra

Michelle Kim

Stephanie Twellman

Jem Wong

ELD

Sharon Kerbs

Thu Ngo

Katia Kennedy

Melissa Whitely

Fine Arts

Ashley King

Meghan McCaffrey

Richard Shearing

Kevin Soon

Janet Van Wess

Health & Physical Ed

Stephanie Fink

Eric Givens

Scott Keck

Dennis Rice

Language Arts

Josh Bateman

Brieanna Douthit

Kaylee Gustafson

Rachael Kares

Christopher Keller Kimberly Longrie

Cari Ventura

Mathematics

Perry Beeler

Bryan Fuss

Graciela Garcia

Danika Greene

Kendra Morato

Laury Rodriguez

Melanie Wagoner

School-to-Career Coordinator

Allen Kopp

Science

Scott Davis

Anne Gorham

Paul Lardy

Avery Marvin

Thomas Olen

Laury Rodriguez

Lori Shaaban

Deka Smith-Menard

Social Science

Talline Awabdeh

Amy Fifth-Lince

Barbara Kraft

Jen Kulle-Jones

Adam Mahlum

Emily Staat

Student Services

Alicia Bugg

Julia Busby

Jaymie Finster

Alyssa Johnson

Amiya Larrance

Kyron Martell

Amanda McCoy

Sofia McKinney

Tiffany Morgan-SLP

Rachel Phanichayakarn

World Language

Katia Kennedy

Sharon Kerbs David Walker

Activities and Athletics

General Activities

Band - Kevin Soon

Choral - TBD

Cheerleaders - Brittany Simonsen

Dance Team - Miranda Trullench

Drama – Janet Van Wess

Liberty TV — Eric Mahlum

Speech — Thu Ngo

Yearbook Staff - Meghan McCaffery

Fall Athletics

Cross Country – Jen Kulle-Jones

Football - Eric Mahlum

Boys' Soccer - Tom Olen

Girls' Soccer - Jim Maine

Volleyball -Melanie Miller

Winter Athletics

Boys' Basketball - TBD

Girls' Basketball - Melanie Wagoner

Swimming – Matthew Hauge

Wrestling - Eric Givens

Spring Athletics

Baseball – Ryan Raagas

Golf - Mario Pedroza

Softball – Jordyn Brown

Tennis – Anthony Tran & Sophia Tran

Track - Perry Beeler

Athletic Trainer - Angie Fuge-Bond

Support Staff

Admin Support & Educational Assistants

Richelle Hall - Office Manager

Fátima Aceves Gonzalez - Bilingual AP/Dean

Secretary

Estefany Rodriguez-Bilingual Secretary

Michelle Davis – Athletic/AP Secretary

Andres Arizpe - Campus Security

William Signorino – Campus Security

Amy James - Health Assistant

Desiree Keplinger - Bookkeeper

Katie Aguilar – Registrar

TBD- Technology Facilitator

TBD – Library/Media Assistant

Mayela Lopez - Bilingual Counseling Secretary

TBD - School to Career Assistant

Nidia Us Canche – Attendance Secretary

Karen Armstrong – SpEd Educational Assistant

Tonya Brandaw - SpEd Educational Assistant

Lucas Cunningham – SpEd Educational Assistant

Natasha Goldie - SpEd Educational Assistant

Sheena James - SpEd Educational Assistant

Sneena James - Sped Educational Assistant

Yoriko Matsumori - SpEd Educational Assistant

Brandi Miller - SpEd Educational Assistant

Samantha Nasco - SpEd Educational Assistant Carol Nemec – SpEd Educational Assistant

Carol Nemec – Speu Educational Assistar

Jeff Oster – SpEd Educational Assistant

 ${\bf Pam\ Peterson-SpEd\ Educational\ Assistant}$

Carol Scheiern- SpEd Educational Assistant

Tana Shipman – SpEd Educational Assistant

Jamie Strickland - SpEd Educational Assistant

TBD - Family Liaison

Amparo Rizo Mendoza- Grad Coach Class of 2025

Antonio Antillon - Grad Coach Class of 2022

Jesus Exiquio – Grad Coach Class of 2023 Anthony Suarez - Grad Coach Class of 2024

Youth Contact Counselors

TBD

Custodial Staff

John Sarrazin - Head Custodian

Manuel Cota Gomez

Puk Sun Compton

Ildelisa Ozuna

Bryson Ramsey

Cafeteria Staff

Janiene Bradley- Manager

Tammy King-Bakery Manager

Sarah Gamble

Hellen Hidalgo Rivera

Loretta Hollingsworth

Jessica Kusch

Claudia Lomeli

Terri Mueller

Stephanie Smith

Liberty High School Calendar

Check the school and District websites for the most current information www.hsd.k12.or.us or www.hsd.k12.or.us/liberty.

General Parent / Student Information

Contacting Staff

Inquiries dealing with your student's progress should always be done through the teacher. At Liberty High School there are a few ways that you may contact a teacher or staff member.

- 1. Voice mail: To get voice mail, call 503-844-1250 and ask for the teacher. If the teacher is not available you will get their voice mail.
- 2. Staff members' e-mail addresses are available on the Liberty website.
- 3. Families may also contact staff through the ParentVue website.

Student Fees

Fees

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

Unpaid Fees

Seniors with an outstanding balance (school or activity fees) will not be able to participate in prom or commencement exercises. Additionally, seniors will not be able to pick up graduation tickets unless all fees are paid, are on track for graduation with credits and passing all required classes to graduate.

Fines

Fees not paid at the middle school level will follow the student to high school.

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:

- 1. Students must return books to the bookroom and turn in the same book(s) they checked out from the bookroom.
- 2. Check all books carefully when they are issued to you.
- 3. Students are required to pay for lost or damaged books, which will be inspected when they are turned in. Charges will be based on the replacement cost of the lost or damaged book.
- 4. <u>All</u> fees must be paid and all textbooks and library books returned <u>prior</u> to participating in Prom and Commencement activities. Diplomas will not be given to seniors who have outstanding balances.

Student Body Cards

All students will be issued a student body card. Cards are required to check out materials from the library and the textbook room, to use a computer on campus and to pick up yearbooks. All students must have ID pictures taken at registration or upon enrollment. Students who have lost their cards may obtain replacement cards in the Counseling Center. Students must carry their ID card on campus, at school-sponsored events, and must present the ID to District or building staff members upon request.

ASB Stickers

Leadership strongly urges all students to pay student body dues. Dues provide operating funds for the extra-curricular activities such as assemblies, athletics, publications, and dances, from which all students benefit. Students who pay dues are entitled to admission to home athletic contests and reduced admission rates to drama productions and school dances. Athletes and students involved in activities are *required* to pay student body fees and/or user fees.

Weekly Bulletin

School activities and important information for the upcoming week is updated and distributed through e-mail weekly. To be included on the e-mail, please be sure to update your email address on ParentVue.

Family Conference Connections

At Family Conference Connections, families will have the opportunity to meet and conference with teachers.

Family Conference Connections will be held:

The week of November 22, 2021-You will receive more details close to the date.

Student Messages

It is vital to minimize interruptions to instruction time. Thus, only **emergency** messages will be delivered during class time. Requests must be made in a timely manner by families. We thank you for your support.

Address and Telephone Number Change

<u>Please call 503-844-1257 to make changes.</u> Please see additional information in the District section of this handbook.

Family Involvement Opportunities

Liberty Booster Club

Liberty Booster Club is an organization for all families to support student academics, activities, arts, and athletics. Liberty Booster Club also serves as the communication link between various parent support groups and the high school staff. Liberty Booster Club has an executive body of elected families, but encourages any interested and involved parent to attend monthly meetings with Liberty administration. Please contact Liberty High School office manager for dates and times.

Adult Volunteers

There are many ways that families and community members can improve Liberty by volunteering at school or with activities. Community members tutor students, assist in offices, landscape the campus, aid teachers with research or materials preparation, work in concession stands, assist with activities and field trips, sew costumes, plan and carry out recognition events, make phone calls, translate for students and staff, and speak on special topics to classes. If you have any of these special talents or others that would enrich Liberty High School, it is important that you fill out a volunteer application and criminal history verification packet that may be picked up from the main office. (See Volunteer Requirements/Procedures in the District section of this handbook).

Attendance Information

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

Students may not leave the school campus without permission!

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

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

Critical areas of the attendance policy for families and students:

- 1. **Excused Absences**. For an absence to be excused, it must meet <u>one</u> of the following criteria:
 - a. Illness of a student, guarantine
 - b. Illness of immediate family member
 - c. Emergencies, such as death, accident, medical or injury
 - d. Religious observances
 - e. Legal or court appointment
 - f. Suspension
- 2. **Absentee Excuses**. Families are asked to make a telephone contact when a student is absent or has an appointment, etc.

Please call the 24-hour attendance hotline at 503-844-1259 to report student absences. Notes will be accepted when phone contact is not possible.

After school hours, an answering machine will take messages. If possible, please call the day or night prior to the absence, and include the reason. If this is not possible, please call the **morning** of the absence so teachers can be notified. If a student is absent more than one day, additional calls are necessary.

Absences not verified by a parent phone call become temporary absences for 48 hours. **After 48 hours these absences become unexcused absences**. It is the student's responsibility to notify teachers within 48 hours if an unexcused absence is excused.

- 3. **Pre-arranged Absence.** Absences for reasons other than illness or family emergency should be arranged by families <u>before</u> the planned absence. Some examples are family trips, hunting/fishing, school-approved trips/activities such as Outdoor School and athletic events, medical appointments. Please abide by the following guidelines:
 - a. A student may have only five days of pre-arranged absences per semester. Students will not be excused during the last week of a semester except in cases of emergency. Pre-arranged absences of more than three consecutive school days are strongly discouraged as they will negatively impact a student's academic progress.
 - b. A pre-arranged absence will be issued only to students with seven or fewer absences per semester who are passing all classes.
 - c. Families must call the attendance office to approve the pre-arranged absence. Students then do the following:
 - 1. Obtain permission forms in the attendance office;
 - 2. Obtain teacher signatures, and
 - 3. Return the form to the attendance office prior to the absence. <u>If these steps are not taken</u>, the absence is not pre-arranged, and is unexcused.
 - d. At times, class material covered during an absence cannot be made up (class discussions, films, and lectures). A teacher may choose to give an alternate assignment.

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

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

- 5. **Medical/Dental Appointments**. Students are encouraged to schedule medical and dental appointments outside school hours. When necessary to keep an appointment, families must call the Attendance Office **prior** to student check out. **If a student leaves without prior parent permission and without checking out in the attendance office, the result is an unexcused absence**.
- 6. **Leaving or Returning to School**. Students must check in and out of school in the attendance office. Failure to comply will result in unexcused absences for all classes missed and disciplinary action.
- 7. **Excessive Absence**. Absence of eight days or more in a semester is considered excessive. When a student is excessively absent from a class, regardless of reason, a letter will be mailed home. A phone contact will occur at that time.
- 8. **Truancy.** 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 is considered truancy. If a student is truant, families will be contacted, and continued truancy will result in consequences ranging from conferences, assignment to a detention, suspension, or truancy referral to Hillsboro Police Department.
- Contacting Families. If you want the Liberty attendance office or Liberty staff to contact you at an
 address or phone number other than at your home, please let us know. You can call anyone in our
 offices for assistance.
- 10. **Tardies**.-Our goal is for students to be on time for class. Staff will work with students and families to ensure a plan for successful arrival in their class.
- 11. **Make-up Work**. Students who are out of school more than one day may request assignments by calling the attendance office. <u>Make-up work takes 24 hours to arrange</u>.
- 12. **Participation Eligibility**. Students absent from school for more than half their class day may not participate in or attend any school-sponsored activity the day of absence, including any practice, athletics or activities. Students with unexcused absences or suspensions during a school day are also excluded.
- 13. **Semester Exam Policy**. Semester and end-of-year exams will **not** be given prior to the designated exam date. Make-up of exams at a later date must be approved through the principal in advance.
- 14. **Independent Student**. A student must be 18 years of age for his/her parent to request independent status. For an independent student to be excused they must call prior to 2:00 p.m. the day of the absence.

If a student is not 18 years of age and wishes to become independent they must become emancipated through a court of law.

Student Survival Information

Appropriate Dress

As a college and career ready high school, we expect students to dress for success. Families are responsible for the attire their students wear to school.

- An adequate coverage of the body is required.
- Only appropriate sayings or pictures maybe displayed on clothes, any markings that promote behavior violating school conduct standards is not permitted.
- Shoes Always required.

Possible solutions to infractions may include contact the student's parent/guardians, offering suitable replacement clothing, and/or problem solving between student and staff/administrator.

For additional information, please refer to the Standards of Student Conduct.

After-school Detention

Detentions are given as a consequence for minor disciplinary and attendance violations. After-school detentions are scheduled for 3:35 until 4:45 p.m. Please refer to the District Standards of Student Conduct handbook for additional information on student conduct and discipline.

Dances

- 1. A valid Liberty Student Body Card must be shown to attend all dances.
- 2. Students who leave the dance will not be readmitted.
- 3. All school rules are enforced at dances and other after school activities.
- 4. Students may bring one guest if a guest pass has been acquired in the Leadership Office prior to the dance. LHS student must have 90% attendance or above in order to have guest pass approval. This applies to semiformal and formal dances only. Guests need to be under 21 and submit a signed permission form from their home school or from a Liberty administrator if they do not attend another high school. No guests are allowed at after-game dances.

Off-limit Areas

The following areas are off limits during the school day:

- 1. All parking lots (except with a pass from the attendance office)
- 2. Wetlands
- 3. Athletic fields, except with class
- 4. Gyms, except with class
- 5. Grandstands
- 6. All Academic-Area Loops during both lunches, including the entire 2nd Floor (except the Library)

Lunch Off-limit Areas

Students are expected to remain on campus for lunch. Students may not leave school without parent/guardian permission. **No meals are to be taken outside the commons during lunches**. Students are not to be in academic areas during their lunch period.

Food and drink are **only** allowed in the classrooms with teacher permission, <u>provided it does not interfere</u> with instruction.

Financial Solicitations

Students shall not distribute or display any material/item which is of a commercial nature. Students shall obtain the authorization of the school's administration prior to selling or distributing materials/items or engaging in activities which solicit students' or adults' financial contributions.

Lockers

Students are responsible for their locker's condition and contents. It is the student's responsibility to notify the Attendance Office if the locker is defective or damaged. Lockers are the property of the school district and school authorities have the right and obligation to check lockers when there is reason to believe they may contain items which threaten student safety or welfare. Students may be charged for damage to locks or lockers. Locker combinations will be given only to the student assigned to that locker. Under no circumstances should lockers, or locker combinations be shared by students, and any theft and/or loss of property that may result is not the responsibility of the school.

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

Skateboards

For safety reasons, during the school day, students must lock their skateboards in their lockers. Students may not store skateboards in the office or carry the skateboard on their person during the school day.

Lost and Found

Please report any found articles to the Security Office, located in the Attendance Office. Articles in the physical education lost and found are not to be removed without teacher authorization. Refer to District section for additional information.

Valuable Personal Property

Please do not bring large sums of money or other valuable items to school. Don't share locker combinations! Report all thefts to security immediately. The school cannot be responsible for loss of personal items, including class projects.

Visitors

Families and other adults are always welcome in the building. **Please enter through main doors and check in** at the main office. North and South doors are to remain locked during the school day. 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 families provide advanced notification if they wish to visit classes. As a matter of building security, <u>teachers are asked not to allow visitors into the classroom unless the visitor has checked</u> 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.

Electronic Devices

Electronic devices that are used as a contribution to classroom learning are permitted at teachers' discretion. Personal electronic devices may not be an interruption to teaching or learning – there is a <u>time and place</u>. If electronic devices disrupt the classroom, they can be confiscated and turned in to the office. Our goal is for students to use technology to enhance their learning in class. Staff will work with students and families to ensure a plan for successful use of technology.

PDA (Public Display of Affection)

School is NOT the place for long embraces or kisses. It is acceptable to hold hands and place arms around another's waist. Students show respect to each other and those around by displaying affection appropriately.

Assembly Behavior

- 1. Be courteous to fellow classmates, teachers and guests at all times.
- 2. Be seated promptly, and remain seated until dismissed.
- 3. Stop talking the moment someone appears at the microphone.
- 4. Talking, whispering or attracting attention is out of place, as is booing, whistling and shouting.
- 5. Show appropriate appreciation to the assembly presenters.

Parking – Student Traffic

- 1. All motor driven vehicles must be registered with the attendance office. The parking sticker must be placed on the backside of the rear view mirror. Parking stickers are \$30 for the first and \$1 for each additional sticker for a family.
- 2. Student parking is located on the north side of the building. Students enter from Wagon Dr.
- 3. The **PARKING LOT IS OFF-LIMITS** except for arrival and dismissal.
- 4. Good judgment and courtesy should prevail at all times when operating a vehicle on campus.
- 5. The speed limit is 10 mph.
- 6. The school and District are not responsible for damage or theft involving cars on campus.

7. The school reserves the right to search any vehicle on campus if reasonable suspicion of violation exists. If prohibited objects or substances are found, the owner/driver will be subject to disciplinary and/or legal action if deemed necessary by the school administration.

Consequence for Parking Lot Violations(s)

First Offense:

2 week suspension of parking privileges

Second Offense:

Suspension of parking privileges for up to 9 weeks

Third Offense:

Revocation of parking privileges

Repeat offenders may have their cars towed at owner's expense

Academic Information

Information on graduation requirements, alternative sources of credit, early graduation and the grading system can be found in the High School Course Catalog, and the **District section of this handbook**.

Academic Recognition

Honor Roll ~ Students who achieve a GPA of 3.50 or higher in a minimum of five graded classes during any semester grading period will have their names placed on the Honor Roll.

Honors Option ~ Students have the opportunity to earn an Honors designation in English, Social Sciences, Science and Math. Any student may attempt an Honors designation; students who successfully complete the requirements will have an H (indicating Honors) by the designated course on their transcript. The Honors opportunity is another means of meeting our District Goal of "academic success for all students."

Teachers will indicate in their course expectations how students earn the Honors distinction. It may be through extended research, field experiences, higher-level problem solving, or writing. Students must maintain a B average each term in Honors Option courses to merit the H designation.

Academic Dishonesty

Students are expected to put forth their best effort on tests and assignments. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. Students are encouraged to converse and assist with other students when it is in a manner that is not inconsistent with testing or assignment instructions. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aids or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of direction of the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Plagiarism, or using ideas or writings of another as your own, will not be tolerated. See Academic Dishonesty in the District Standards of Student Conduct Handbook (Policy IKI).

Graduation

Senior students must complete <u>all</u> graduation requirements in order to participate in the graduation ceremonies. <u>All</u> fees must be paid and <u>all</u> textbooks and library books returned prior to prom and walking in graduation. Seniors with an outstanding balance (school or activity fees) will not be able to participate in prom or commencement exercises. Additionally, seniors will not be able to pick up graduation tickets unless all fees are paid and are on track for graduation with credits, passing all required classes to graduate, and completed all graduation requirements as required per ODE.

Report Cards / Progress Reports

Official semester grades will be mailed to families, following the end of each grading period.

Grade Check

Families can access student grades and attendance details on-line with Synergy ParentVUE. Please contact Mayela Lopez (lopezmay@hsd.k12.or.us), Counseling Secretary to obtain an activation-key to gain access to https://myvue.hsd.k12.or.us.

If families want to contact individual teachers they are encouraged to contact the teacher directly using either voicemail or via email. A teacher's phone number and/or email can be found at www.hsd.k12.or.us or by calling 503-844-1250. If families would like to know more about the overall progress they should contact the grade level counselor at 503-844-1260.

Students Not On Track

Students are expected to demonstrate continuous effort to accomplish class objectives. If a student is not on track teachers are expected to communicate with families.

Homework Policy

Student learning is enhanced by practice outside of class. Consequently, all courses will involve homework. Significant points in connection with homework:

- Students who expect to benefit from their courses must do more than simply participate in class.
 Assignments and other activities undertaken on the student's own time complement class activities.
- 2. Teachers are authorized and encouraged to assign activities and/or materials to be completed outside of class as part of these activities.
- 3. Certain classes will involve regular out-of-class assignments for which students should set aside time on a daily basis.

Make-up Work

When a class is missed, it is the student's responsibility to see their teachers concerning make-up assignments. It is important for student to communicate with their teacher to ensure a plan for success. It is important that this be done as soon as the student returns to school so that they do not fall behind the rest of the class.

Meeting State Standards

The Common Core State Standards are designed to better prepare each student for success in college, work, and citizenship. To earn a diploma, students must successfully complete the credit requirements and demonstrate proficiency in essential skills.

To search for Common Core State Standards go to https://www.oregon.gov/ode/educator-resources/standards/.

Special Education

Consistent with various federal and state regulations, the District provides a variety of specialized learning programs for students with hearing, vision, speech, physical, health, emotional, intellectual, or specific learning disabilities. Many of these services are provided on the Liberty High School campus. Any student with an identified disability is eligible to receive services from one or more of those programs. Families concerned that their child's school progress may be limited by a disability may refer their child for diagnostic evaluation. Students may refer themselves, but parental permission for evaluation is required if the student is not yet 18 years of age. Referrals should be directed to the building coordinator of Special Education or the counselor. Families might also wish to discuss such matters with the District's Director of Special Programs (503) 844-1500.

Transcripts

Transcripts will be provided free of charge to students who withdraw or for scholarship applications. Students will also be entitled to three additional transcripts, without cost, for college, military, employment or other purpose. See the career center secretary.

Student Services

Health Services

A health assistant for emergency care will be available in the health office. Students should observe the following guidelines regarding health care:

- Emergency illnesses and accidents occurring at school will be handled by the health assistant. The
 health office is not a hospital or doctor's office and is only for First Aid, referral for care, or to
 arrange to go home when ill or injured. Re-bandaging or simple procedures requested by a doctor
 or families may be done, if necessary, for the student to remain in school. Ill and injured students
 unable to attend class will be sent home.
- 2. Families are responsible for transportation home in case of illness and will be notified by the health assistant. No students will be permitted to go home without parental consent.
- 3. **Students should report to class and obtain a pass** before reporting to the health office except in cases of extreme emergency.

Advisory

Every student at Liberty High School will have an advisory period after their period 2/6 class. They will be grade level classes. The purpose of advisory is to build a positive culture, foster a welcoming climate, and establish clear expectations for all.

Counseling / Services

The Counseling program is available to all students. Counselors work to encourage and support students by helping them to understand their abilities, to identify their interests and skills, and to set goals. Liberty High School counselors work with students individually, in small groups and in classroom activities. Each counselor has approximately 400 students and meets with them for academic planning, college and career, and social emotional counseling as needed. Counselors help students to examine what they have accomplished, to be aware of graduation requirements, and to make post high school plans.

A Grade 9 Student Can Expect:

- 1. To be assigned to a high school counselor and meet with that counselor through classroom guidance and appointment requests.
- 2. One on one interviews.
- 3. To stay with the same counselor throughout high school.
- 4. To receive assistance in developing a four-year high school course plan, setting academic goals, and organizational skills for school success.
- 5. To receive counseling as needed with academic, personal/social and career related concerns.
- 6. To receive a Naviance/Family Connection (an online career/college search system) password and initial training and to complete a Strengths assessment.
- 7. To learn about high school graduation requirements and admissions requirements to Oregon Universities.

A Grade 10 Student Can Expect:

1. To receive information about Liberty's Secondary Career Pathways, which will help students make informed choices for their junior and senior years.

- 2. To complete their profile on Naviance/Family Connection and have an opportunity to explore careers.
- 3. Have the opportunity to take the PSAT (standardized test) in October.
- 4. To begin creating a resume.
- 5. To begin exploring post high school educational opportunities.
- 6. To receive counseling as needed with academic, personal/social and career related concerns.

A Grade 11 Student Can Expect:

- 1. To receive information on requirements for graduation and educational planning for 12th grade.
- 2. To update their profile on Naviance/Family Connection and have an opportunity to research careers, majors, and colleges through their focus program foundation class.
- 3. An opportunity to complete a Job Shadow or Informational Interview in a career field of interest.
- 4. The opportunity to attend a college event with representatives from public, private and community colleges will provide information and answer questions related to admission and financial aid.
- 5. Have the opportunity to take the PSAT (standardized test) in October and the ACT their junior year.
- 6. To create a resume.
- 7. To receive counseling as needed with academic, personal/social and career related concerns.
- 8. The opportunity to attend Junior Workshops to find information on post-secondary planning; for colleges, financial aid and college campus tours.

A Grade 12 Student Can Expect:

- 1. To complete a transition plan outlining careers and colleges of interest.
- 2. To review transcript and develop graduation plan as needed.
- 3. To finish the career development credit required for graduation.
- 4. To meet with a career center staff member or parent volunteer focusing on: <u>College application</u> <u>process, Financial aid information, Scholarship information, Career planning, Military</u>
- 5. To receive information regarding college admission testing (SAT or ACT) and college placement.
- 6. To receive special counseling assistance, by request, in applying for a wide variety of local, state and national scholarships by the school to work coordinator.
- 7. To receive special counseling assistance, by request, with college applications and recommendations, SATs and financial planning by the school to work coordinator.
- 8. To receive counseling as needed with academic, personal/social and career related concerns.

Schedule Correction Procedures

Liberty High School Counselors work very hard with students to forecast for the appropriate classes. Schedule corrections may occur for the following:

- I have already earned credit for a class that I have on my schedule
- I am missing a required core class in my schedule
- I have not yet the prerequisites for a class on my schedule
- I am enrolled in an off-campus class (example: HOA or PCC)
- I am taking an internship worth credit (CRLE)
- I am missing a class (a hole in my schedule)
- I do not have enough classes to be OSAA eligible

Schedule Corrections will not be made for:

- Lunch Request
- Specific Teacher Requests
- Peer Request

- Dropping AP Courses
- Changing unwanted electives
- Adding early release/late arrival
- Participation in Athletics
- Dropping unwanted core classes, such as a fourth year of math or science

It is possible that a student will have received electives for which they did not forecast for or the course was selected in their alternatives. This is due to limited space in classes or a schedule conflict making it impossible to fill a schedule hole with a requested class.

After the first three weeks of the semester, students who remove a course(s) will automatically receive a WF on their transcript, regardless of their current grade in the class. The WF will appear on the student's transcript and impact his/her GPA in the same way as an F.

College and Career Center

The Career Center, located in the counseling center, is designed to facilitate student research of careers, jobs, training, job shadows, and job placement. Resources include; Naviance, college and vocational school catalogs (Oregon and out-of-state), printed and audio-visual career materials, as well as sources of job-search techniques.

School-to-Career Program

Century, Glencoe, Liberty and Hillsboro High Schools are members of the Western Washington County School-to-Career Consortium, which is operated through the Hillsboro Chamber of Commerce. Students have access to career exploration and work-based learning opportunities with businesses in the tri-county area.

Teen Resource Services

Teen Resource Services In an emergency, 911 isn't the only place to call!	+
Boys and Girls Aid Society (24 Hour Hotline)	503-641-7820+
Teen Health Line (Health Information)	
Crisis/Emergency	
Emergency Police	911+
Boy and Girls Aid Society	
Mental Health Crisis	
Alcohol/Drug Help Line	
Rape Victim Advocacy	
Poison Control	503-494-8968+
Information and Referral	
Beaverton Family Resource Center	503-526-9516+
Community Action Organization	503-648-6646+
Neighbor Share	
Tualatin Community Resource Center	
Emergency Food/Shelter	
Adult and Family Services	F02 C4C 00F2.
Beaverton	
Hillsboro	
Care To Share	
Salvation Army	
St. Vincent de Paul	503-648-5097
Mental Health/Delinquency Prevention	
Counseling for Children and Teens in Beaverton and Hillsboro	
Youth Contact	503-640-4222+
Network	503-648-0753+
Tualatin Valley Center	
Child Abuse	
Services to Children and Families	E03 C40 00E4
Domestic Violence Resource Center	503-640-11/1+
Education and Support Services	
Dealing with Divorce (Youth Contact)	503-640-4222+
Domestic Violence	
Sexual Minority Youth Support Group	
Phoenix Rising Foundation (Sexual Minority)	
Youth Problem Gambling	
Drug, Alcohol, and Tobacco (Youth Contact)	
Planned Parenthood	
Maternity Care	
Prenatal Outreach & Education	
Suicide Crisis Line	503-359-4141
Suicide Prevention	1-888-649-1366
Teen Health Info (Confidential)	1-800-998-9825
· · · · · · · · · · · · · · · · · · ·	



Recreation Resources

Boys and Girls Clubs	503-232-0077+
Campfire	
Community Music Center	
OMSI	503-797-4571
Oregon Extension 4-H	503-725-2044
Police Activities League	503-823-0250
Portland Parks	503-823-2223
Portland Parks Pools	503-823-5130
YMCA	503-294-3355
YWCA	503-294-7400
Programs for Youth Employment	
Work Force Development	503-241-4600
Oregon Human Development	503-640-6349+
Employment Division, Beaverton	503-644-1229
Employment Division, Hillsboro	503-640-6642+
Cascade Education Corps	503-357-9774
Spanish speaking-+	

HILLSBORO SCHOOL DISTRICT Information and Policies

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Superintendent's Welcome

Summer 2021

Dear Families,

We are looking forward to the coming school year and being fully in-person every day. As we move towards the start of school, we would like to thank you for your partnership and patience over the last 16 months.

2021-22 promises to be a positive and productive school year, and we are pleased to have you as partners in your child's education. Our students and families have demonstrated an unprecedented level of resiliency over the past months and we understand the role that our schools play as we recover from the difficulties that the pandemic has presented. We look forward to providing safe and reliable classrooms where students can thrive. We are committed to maintaining our focus on academic instruction as well as supporting the social and emotional needs that our students are facing.

As you move throughout the community, you can see that this has been another busy summer of bond work. The newly constructed Atfalati Ridge Elementary School is nearing completion and will open to students in September. School improvements have occurred throughout the district and include remodeling, seismic upgrades, and enhanced security. Additionally, several gyms have been added to elementary schools and we are in the process of constructing a resource center that will allow students to access additional pathways towards graduation. We continue to be thankful to our community for passing the capital construction bond in November 2017 that has made this work possible.

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

I want to thank each of you for your continued understanding and support as we work together to create a learning environment that is safe for the students, staff and the community. Great schools have dedicated families, educators, partners and communities who continually work to make a difference. We value the contributions of our families and the work that they are doing to partner with our educators to facilitate the best learning program possible.

Respectfully,

Mike Scott Superintendent

Muhe Frott

Hillsboro Schools Directory

Nearly 21,000 students are enrolled in 36 Hillsboro schools. Twenty five elementary schools, one K-8, four middle schools, and four high schools are organized into four feeder systems. Miller Education Center 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

Dayle Spitzer, Assistant Superintendent
School Performance
Travis Reiman, Assistant Superintendent
Academic Services
Jordan Beveridge, Chief Information Officer
Technology Services

Francesca Sinapi, Equity, Access & Engagement Officer Olga Acuna, Executive Director

Federal Programs

Frank Caropelo, Executive Director
High School Education
Audrea Neville, Executive Director
Elementary-Middle Education
Lindsay Garcia, Executive Director
Elementary Education
Elaine Fox, Executive Director
Student Services

Federal Programs			
Brown / Century		<u>South Meadows / Hilhi</u>	
R. A. Brown Middle School		South Meadows Middle School	
Roger Will, Principal	503-844-1070	Justin Welch, Principal	503-844-1980
Century High School		Hillsboro High School	
Martha Guise, Principal	503-844-1800	David Vickery, Principal	503-844-1980
Butternut Creek Elementary		Miller Education Programs	
Gina McLain, Principal	503-844-1390	Amy Torres, Principa	ıl 503-844-1240
Imlay Elementary		Hillsboro Online Academy	
Jennifer McCalley, Principal	503-844-1090	Linda Harrington, Principal	503-844-1050
Indian Hills Elementary		Brookwood Elementary	
Katie Thomas, Principal	503-844-1350	Emily Caldwell, Principal	503-844-1715
Ladd Acres Elementary		Farmington View Elementary	
Jennifer Robbins, Principal	503-844-1300	Rian Petrick, Principal	503-844-1735
Reedville Elementary		Groner Elementary (K-8)	
Berta Lule, Principal	503-844-1570	Teresa Vázquez, Principal	503-844-1600
Tobias Elementary		Minter Bridge Elementary	
Andrew Bekken, Principal	503-844-1310	Martha Rodriguez, Principal	503-844-1650
		Rosedale Elementary	
		Erika Pierce, Principal	503-844-1200
		W. L. Henry Elementary	
		Lisa Aquilar, Principal	503-844-1690
		Witch Hazel Elementary	
		Christy Walters, Principal	503-844-1610
Evergreen / Glencoe		Poynter / Liberty	
Evergreen Middle School		Poynter Middle School	
OJ Gulley, Principal	503-844-1400	Jonathan Pede, Principal	503-844-1580
Glencoe High School		Liberty High School	
Claudia Ruf, Principal	503-844-1900	Greg Timmons, Principal	503-844-1250
Atfalati Ridge Elementary		Eastwood Elementary	
Dani Johnson, Principal	503-844-1500	Jose Barraza, Principal	503-844-1725
Free Orchards Elementary	222 0 2000	Lenox Elementary	2.0 0
Karen Murphy, Principal	503-844-1140	Sarah Keller, Principal	503-844-1360
Jackson Elementary	200 0.7 1170	Mooberry Elementary	
Kasia Gutierrez, Principal	503-844-1670	Pete Muilenburg, Principal	503-844-1640
Lincoln Street Elementary	223 0 2070	Orenco Elementary	223 277 1040
Carmen Brodniak, Principal	503-844-1160	Allison Combs, Principal	503-844-1370
North Plains Elementary	200 0 17 1100	Quatama Elementary	200 0 17 1070
Kellie Petrick, Principal	503-844-1630	Yolanda Coleman, Principal	503-844-1180
Paul L. Patterson Elementary	505 077 1050	West Union Elementary	505 577 1100
Jamie Lentz, Principal	503-844-1380	John Allen, Principal	503-844-1620
W. V. McKinney Elementary	202 044-1300	John Allen, Frincipal	505 074-1020
	502-811-1660		
Tristin Burnett, Principal	503-844-1660		

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)
- Miller Education Center (Hillsboro Big Picture High School Grades 9-12)
- 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 – Behavior and Academic 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 citizenship 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	Casey Waletich	503-844-1500	Hilhi	John Matsuo	503-844-1980
Century	Jeremy Corwin	503-844-1800	Liberty	Alan Foster	503-844-1250
Glencoe	Lauren McFarland	503-844-1900			

Academic Standards

In order to meet academic 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. Meet the Hillsboro School District requirement of passing all subjects or receiving a 2.0 GPA in the previous grading period (quarter, semester). Summer school grades may be added to the previous semester.

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.

Continuing students (except incoming freshman or transfer students) whose previous semester grades do not meet the HSD Academic Standards on the first practice date of the season will be placed on academic suspension. Students will be allowed to practice but not compete in contests during this time. At the conclusion of the suspension, students will remain on academic probation until the next grading period or the remainder of the season.

Students who were eligible at the beginning of the semester will have their grades checked at the Quarter grading period. If they are deemed ineligible by HSD policy at this time, they will be placed on academic probation until the next grading period or the remainder of the season.

Incoming freshman students or students who newly transferred into the District and are ineligible by HSD standards will be placed on academic probation immediately. This applies to the student's first season of play during the year. Students will be allowed to participate in practices during their academic probation. Students will be allowed to participate in contests during their academic probation if their weekly grade checks meet the HSD Academic Standards. Students not eligible at the end of the weekly grade check can become eligible during the next weekly period if they meet the HSD Academic Standards. Students will remain on academic probation until the next grading period.

Acceptable Grading* (*subject to change based on the District's Ready Schools, Safe Students plan for 2021-22)

- Pass/No Pass grades do not calculate in as part of a student's GPA for the purpose of this policy.
- Pass/No Pass grades do apply to the number of classes passed.
- Incompletes, standards-based, or no grade available at the nine-week grade check: Students may ask the teacher to provide a letter grade or a pass/no pass at this time to determine eligibility. If no grade is available, the student will be placed on academic probation. During this time, the student will be allowed to participate in practices and contests. Building principals are able to use the District hardship process for a student in these circumstances.

Academic Probation = Weekly Grade Checks Academic Suspension = 20% of the season

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

Hillsboro School District High School Diploma Options

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

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

Chancellor's Diploma

The Hillsboro School District Chancellor's Diploma is based on the highest entry requirements for public universities in the State of Oregon and is designed to provide students with a rigorous foundation for success. Students that meet the requirements for the Chancellor's Diploma typically meet the requirements for entrance into an Oregon university.

Note: Students and fai	milies must work with	a school counselors	: reaardina snecitia	· university requiremen	ts tor admission

HSD Chancellor's Diploma Requirements		
Credits	Course/Performance Area	
4.0	*English (LA)	
4.0	*Math (MA) (to Include Algebra 2 or beyond)	
3.0	*Science (SC)	
1.0	Physical Education (PE)	
1.0	Health Education (HE)	
3.0	Applied Arts, Career Technical Education, or World Language (AA/CTE/WL)	
3.0	*Social Sciences (SS)	
1.0	Science/Social Science (additional)	
5.0	Electives (EL)	
.5	Senior Project (SP)	
.5	Career and College Development	
*Academic Requirements Chancellor's Diploma	Proficiency in *Essential Skills	
26.0	Total Credits	
	"C" or better in every academic credit requirement*	
	Cumulative GPA of 3.4	
	*16 academic credit requirements plus 2 additional academic credits	

Standard Diploma

A Standard Diploma will be awarded to students who have satisfactorily completed all state and local graduation requirements. Students completing the standard diploma may qualify for entrance to colleges, community colleges, military and trade schools.

HSD Standard Diploma Requirements		
Credits	Course/Performance Area	
4.0	English (LA)	
3.0	Math (MA) (Algebra I level or higher)	
3.0	Science (SC)	
1.0	Physical Education (PE)	
1.0	Health Education (HE)	
3.0	Social Sciences (SS)	
3.0	Applied Arts, Career Technical Education, or World Language (AA/CTE/WL)	
5.0	Electives (EL)	
.5	Senior Project (SP)	
.5	Career and College Development	
Required	Proficiency in Essential Skills	
24.0	Total Credits	

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated difficulty meeting the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. Students completing the modified diploma may qualify for entrance to colleges, community colleges, military and trade schools. To be eligible for a modified diploma, a student must:

- 1. Have a documented history of difficulty maintaining grade-level achievement due to significant learning and instructional barriers; or
- 2. Have a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who complete 24 credits, which shall include:

HSD Modified Diploma Requirements		
Credits	Course/Performance Area	
3.0	English (LA)	
2.0	Math (MA)	
2.0	Science (SC)	
1.0	Physical Education (PE)	
1.0	Health Education (HE)	
1.0	Applied Arts, Career Technical Education, or World Language (AA/CTE/WL)	
2.0	Social Sciences (SS)	
9.0	Electives (EL)	
.5	Senior Project (SP)	
2.5	Career and College Development	
Required (modifications allowed)	Proficiency in Essential Skills	
24.0	Total Credits	

Extended Diploma

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

1. Complete 12 credits, not more than 6 of which can be earned in a self-contained special education classroom, and will include:

HSD Extended Diploma		
Credits	Course/Performance Area	
2.0	English (LA)	
2.0	Math (MA)	
2.0	Science (SC)	
1.0	Physical Education (PE)	
1.0	Health Education (HE)	
1.0	Applied Arts or World Language (AA/WL)	
3.0	Social Sciences (SS) (History, Geography, Economics, or Civics)	
12.0	Total Credits	

- 2. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers:
 - b. A medical condition that creates a barrier to achievement; or
 - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

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 Miller Education Center and Portland Community College.

Diploma Notes

Essential Skills

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

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

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

<u>Senior Portfolio and Senior Projects*</u> (*subject to change based on state-level guidance for graduation in 2021-22)

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.)

Grading 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.				
ı	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).

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

Gifts

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 Miscellaneous Fees 2021-22					
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 St	ool Student Class and Miscellaneous Fees 2021-22	Fees 2021-22	
DESCRIPTION	CENTURY	GLENCOE	нгні	LIBERTY
Optional Fees (Families may choose to pay these fees to help support the school/classroom))§	Some electives may have additional fees for student-selected projects (all visual arts, all photography, all technology classes, printer paper, planners)	ees 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
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.

\$5/adults, \$4/students, \$2/with ASB sticker from visiting team (NWOC – Hilhi) Admission to athletic contests:

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

Health and Safety

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

Please contact the Washington County Health Department at 503-846-4955 for questions.



Parents, don't let your child get left behind! School Year 2021-2022



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

A child 2-7 months entering

Child Care or Early Education needs*

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

A child 18 month or older entering

Preschool, Child Care, or

Headstart needs*

4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox)

> 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib

1 Measles/Mumps/Rubella (MMR)

A student entering
Kindergarten or Grades 1-6 needs*

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

A student entering **Grades 7-11** needs*

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

A student entering **Grade 12** needs*

5 Diphtheria/Tetanus/Pertussis (DTaP)

1 Tdap

4 Polio

1 Varicella (chickenpox)

2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B

^{*}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. Please refer to the HSD website for the most up to date communicable disease exclusion guidelines, due to the rapidly evolving changes related to COVID19. Staff will follow head lice guidelines for a suspected case and may need to do an individual student screening. 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.
 - Any refills must be submitted in their original container to the school by the parent. Pharmacies will provide an extra bottle for school use when requested.
- Prescription medications must have a label with the child's name, name of medication, route of administration, dose, amount to be given at school, frequency/time of administration, and physician's name.
- Medication Authorization form 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 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

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 and four containment drills (lockdown, lockout, shelter-in-place, reverse evacuation) 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.
- Reverse evacuation drill A reverse evacuation is when there are students and staff outside and there is a real or potential threat outside of the building. Students and staff are "evacuated" back

inside the building and depending on the situation either lockout or shelter-in-place procedures are initiated.

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. The 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

Meals are available at No Cost for all students for the 2021-22 School year due to the federal government's pandemic response).

Milk is included with school meals, but if purchased individually costs \$0.75. Individual milk and a la carte items need to be paid 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.

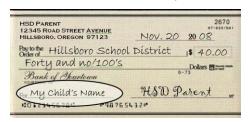
Elementary Schools

The District uses an electronic meal and a la carte accounting system. Students access their 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, payment is taken at the point-of-service.

Payments ar still accepted for negative balances, and a la carte purchases, and may be deposited with the cafeteria staff or online at https://family.titan12.com. (Note: There is a convenience fee of \$2.60 per online payment transaction.) Parents may access students' meal participation and account activity by creating an account through Titan.

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 https://family.titan12.com.

For accounts that have negative balances, households will receive an automated phone call reminder 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 https://family.titan12.com.

Free and Reduced-priced Meals

Although meals will be free for all students in the 2021-22 school year, Free and Reduced-price meals applications may still be submitted. Approval for free or reduced-price meals may qualify your student(s) for other benefits. Information regarding the free or reduced-price meal program is mailed home prior to the start of the school year. Current year applications are available online at http://www.hsd.k12.or.us/nutrition, in your school's main office, or at the Administration Center (after July 1). Applications may also be submitted online through https://family.titan12.com. 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 Brooke Nova with any questions at 503-844-1500 or novab@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 law.¹

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 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

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.

- 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.
- 2. The student is expected to have an exit interview with an assistant principal or counselor and then pick up a withdrawal form from the registrar. Teachers will indicate the student's grades at the time of 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.

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 I or subject area test, ACT, PSAT, PSAT/NMSQT

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 where you plan to apply. Student much check college websites, catalogs, and with their school counselor for specific entrance requirements.

The SAT I (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. HSD offers the ACT free of charge to all juniors. Fee waivers are available for students, but they must check with their counselor. For more information regarding the difference between SAT and **ACT** and please more, go to: http://oregongoestocollege.org/requirements/tests.

<u>SAT</u>: 2021-22 August 28, October 2, November 6, December 4, March 12, May 7, June 4. *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>: 2021-22 September 11, October 23, December 11, February 12, April 2, and June 11, July 16. (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>PSAT/NMSQT – 10th Grade</u>: All sophomores will take the PSAT/NMSQT at their home school October 13, 2021. The PSAT/NMSQT is a vital step toward reaching college goals. The PSAT/NMSQT serves as a preparation assessment for the SAT, measuring reading, writing, language, and math skills needed for careers and college. After the test, students will receive feedback on how ready they are for college along with tools to help them improve. The data provided from this assessment helps students, families, and the school as they work together to ensure career and college readiness.

At the junior level, PSAT is the only route of entry to the annual scholarship competitions administered by the National Merit Scholarship Corporation. Juniors can sign up and pay to take the PSAT on October 13, 2021 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 1st-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* (*subject to change based on the District's Ready Schools, Safe Students plan for 2021-22)

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 will conduct criminal history checks on all employees, volunteers, and high school and college students who work with our students.

All volunteers will complete an online Volunteer Application and Criminal History Check form. This includes any person who works with or around children in our schools in the following capacities: classroom volunteers, student activities advisors, score keepers, school committees, before and after school programs, mentors, chaperones, classroom and office helpers, and any other school program.

Volunteer Procedures:

Signing up to become a volunteer for the Hillsboro School district is easy – once your background check has been completed you are approved for two years.

There are two basic steps to becoming a volunteer through our new 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.

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

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

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