



R. A. Brown
Middle School

2010 - 2011

Parent/Student Handbook



On The Pawsitive Track
On The Pawsitive Track



School Calendar

Please check the school website at <http://hsd.k12.or.us/brown/> and the District website at <http://hsd.k12.or.us> for updates on the school schedule and activities throughout the school year.

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SCHOOL SCHEDULE

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 from 8-8:35 a.m. in the cafeteria and gym before school and until 3:30 p.m. after school on regular days and from 8:30-9:05 a.m. in the cafeteria and gym on Academic Seminar Wednesdays.

Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity.

2010 - 2011

REGULAR DAY

8:45 a.m. – 3:15 p.m.

Monday, Tuesday, Thursday, Friday

Period 1	8:45	-	9:38	(53)
Period 2	9:43	-	10:33	(50)
HR/Panther Pause/HW Intervention	10:38	-	11:00	(22)
Period 3	11:05	-	11:55	(50)
1 st Lunch	12:00	-	12:30	(30)
Period 4A	12:00	-	12:50	(50)
2 nd Lunch	12:55	-	1:25	(30)
Period 4B	12:35	-	1:25	(50)
Period 5	1:30	-	2:20	(50)
Period 6	2:25	-	3:15	(50)

ACADEMIC SEMINAR SCHEDULE

9:15 a.m. – 3:15 p.m.

Wednesday

Period 1	9:15	-	10:03	(48)
Period 2	10:08	-	10:53	(45)
HR/Panther Pause/HW Intervention	10:58	-	11:20	(22)
Period 3	11:25	-	12:10	(45)
1 st Lunch	12:15	-	12:45	(30)
Period 4A	12:15	-	1:00	(45)
2 nd Lunch	1:05	-	1:35	(30)
Period 4B	12:50	-	1:35	(45)
Period 5	1:40	-	2:25	(45)
Period 6	2:30	-	3:15	(45)

EMERGENCY SCHOOL CLOSURES

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. See additional information in District section.

2010 - 2011 Daily Schedule for 1 hour Late Start

Period 1	9:45 - 10:28	(43)
Period 2	10:33 - 11:13	(40)
HR/PP/HW	11:18 - 11:40	(22)
Period 3	11:45 - 12:25	(40)
1 st Lunch	12:30 - 1:00	(30)
Period 4A	12:30 - 1:10	(40)
2 nd Lunch	1:15 - 1:45	(30)
Period 4 B	1:05 - 1:45	(40)
Period 5	1:50 - 2:30	(40)
Period 6	2:35 - 3:15	(40)

2010 - 2011 Daily Schedule for 2 hour Late Start

Period 1	10:45 - 11:20	(35)
Period 2	11:25 - 12:00	(35)
Period 3	12:05 - 12:40	(35)
1 st Lunch	12:45 - 1:15	(30)
Period 4A	12:45 - 1:20	(35)
2 nd Lunch	1:25 - 1:55	(30)
Period 4 B	1:25 - 1:55	(35)
Period 5	2:00 - 2:35	(35)
Period 6	2:40 - 3:15	(35)

R. A. Brown Middle School
1505 SW Cornelius Pass Road, Hillsboro, Oregon 97123
503-844-1070
www.hsd.k12.or.us/brown

Brown Middle School Administration & Office Staff
503-844-1070

Don Brown	Principal
Jonathan Pahukula	Assistant Principal
Audrea Neville	Dean of Students
Trish Walker	Office Manager
Terri Barkley-Gaston	Attendance Secretary
Rose Machian	Office/Bilingual Secretary
Julia Kivett	Health Assistant
Patricia Applegate	Campus Security

Counseling Center
503-844-1076

Craig Rice	Nehalem House and 8 th grade Willamette House
Vilay Greene	Rogue House and 7 th grade Willamette House
Molly Howell	Registrar/Counseling Secretary

Please notify the registrar of any change of address, home telephone number, work phone number, or place of employment.

Educational Staff
503-844-1070

Call and leave a message for the teacher to return your call. They will return your call at their earliest convenience. You can also visit the school website at www.hsd.k12.or.us/brown. Click on "Staff", there you will find e-mail addresses for all staff members.

Other Numbers

Transportation	503-844-1123
Cafeteria Manager	503-844-1070
Attendance	503-844-1075
Hillsboro Parks and Recreation	503-681-6120

Homework Web

Find homework information on the school website, www.hsd.k12.or.us/brown. Click on "Homework" and find the teacher and class you are looking for in the pull-down menus.

Tutoring:

- Willamette House: Tuesday and Friday mornings from 8–8:35 a.m.
- Nehalem and Rogue Houses: Tuesday and Thursday mornings from 8-8:35 a.m.
- After-school help days and times will be announced in the Fall.

Brown Middle School Staff 2010-2011

ADMINISTRATORS	SECRETARIES
Brown, Don – Principal	Barkley-Gaston, Terri-Attendance
Pahukula, Jonathan - Assistant Principal	Epling, Sue - LRC Secretary
Neville, Audrea - Dean of Students	Machian, Rose - Bilingual Office
	Walker, Trish - Office Manager
COUNSELORS	LIBRARY/MEDIA ASSISTANT
Greene, Vilay	Hatcher, Leslie
Rice, Craig	
FACULTY	REGISTRAR
Andersen, Linda	Howell, Molly
Arrowsmith, Joel	
Asher, Amanda	BOOKKEEPER
Babcock, Mary Kay	Epling, Sue
Beeler, Dave	
Busse, Linda	HEALTH ASSISTANT
Campos, Gloria	Kivett, Julia
Carney, Tammy	
Carr, Matt	EDUCATIONAL ASSISTANTS
Clark, Kimberly	Buen, Marta - LRC
Cloud, Fara	Clough, Diane - LRC
Corwin, Jeremy	Gonzalez, Maribel - ESL
Corwin, Tarra	Jovel, Jany - ESL
DePinto, Mike	Lin, Vicki, ESL
Fosmark, Laurie	Nichols, Linda - LRC
Hernalsteen, Scott	Weichbrodt, Lisa - ISS
Holmes, Andrew	
Lasky, Sara	CAFETERIA
Little, Linda	Ailstock, Genifer
Lundy, Mattie	Jensen, Heather
Mains, Marcia	Crane, Samantha
McHargue, Terri	
Ocon, Erin	CAMPUS SECURITY
Parsons, Jennifer	Applegate, Patty
Podos, Batya	
Quas, Autumn	TECH FACILITATOR
Reaume, Debbie	Edgar, K. Shawn
Saul, Connie	
Schamber, Lynette	CUSTODIAN
Schranz, Barbara	Pederson, Rich
Strachan, Neil	
Striplin, Mark	SCHOOL RESOURCE OFFICER
Terry, Erin	Officer Pat Hess
Tierney, Anne	
Wallace, Jennifer	
Wickham, Barbara	

BROWN MIDDLE SCHOOL: A Great Place to Be!

Brown Middle School is a great place to be! We have high expectations for learning and behavior. Your safety and educational needs are our top priorities. You have the right to feel safe, physically and emotionally. We want you to learn as much as you can in every class, and we want you to HAVE FUN learning. To ensure the safest learning environment, BMS has five essential school wide rules, which more than anything else, will create a positive community where students want to be.

Schoolwide Rules: Brown Middle School's Big 5 Traits

- Be Respectful:** *When we are respectful to others, others treat us with respect and kindness.*
- Be Responsible:** *When we are responsible, we experience success in all aspects of our lives.*
- Be Safe:** *When we are being safe, we ensure the safety of others.*
- Be Self-Controlled** *When we control our own behaviors, we set ourselves up for success.*
- Be Kind** *When we are kind, we make our school a positive place for everyone.*

These rules should be reflected in all of your actions on the way to school, throughout the entire school day, as you return home, and at all school sponsored events. When you follow the Big 5 Traits, you help make our school the best middle school in Oregon.

Ways We Celebrate our Learning and Excellent Behavior

- **Great Panthers Tickets:** Teachers use these to recognize students for a job well done. Students save these and trade them in for prizes during the year.
- **Great Panthers of the Day:** Tickets that have been turned in during lunch are also put into a drawing to be a Great Panther of the Day. Your name will be read during the morning announcements and you will win more prizes.
- **Spirit Assemblies:** Leadership plans spirit assemblies each month. Students in each grade compete in crazy games with hopes of winning the coveted class cup.
- **Honor Roll Students:** Students earning a 3.5 GPA or higher after each semester will be recognized for their outstanding work.
- **Students of the Month:** Students are chosen monthly by departments as the Students of the Month. Students receive a certificate, are honored in our showcase, and receive a treat.
- **Socials:** When you show great behavior, you get to celebrate at our after-school socials.
- **Achievement Certificates and Celebrations:** The school recognizes students who pass the state exams each year. Some teachers may also add a special treat or celebration during class.
- **8th Grade Awards:** We have end-of-the year awards for 8th graders who have demonstrated hard work, school service, leadership, and good behavior for their two years at Brown Middle School.
- **Smiles:** Everyday, you will notice that you receive smiles and “good jobs” and “pats on the back” as you show your best side by working hard and treating each other with kindness.

ACADEMIC SUCCESS – MIDDLE SCHOOL COUNTS!

Building a Foundation: Just as a carpenter lays the foundation for building, middle school provides the foundation for academic success. Students who take full advantage of Brown Middle School, our excellent teachers, and the learning opportunities we provide, will set a strong foundation for their high school years and beyond.

Know Your Teachers: Understand that your teachers are here to help you achieve success. Successful students quickly adapt to each of their different teachers' expectations.

School Attendance is Vital: You must attend school to know what is happening in each class, better understand your assignments, and be successful. Missing one day of school often feels like you've missed two because you are trying to catch up.

Be Organized: Students should set aside time each week to clean out and organize their binders. Organization is a key skill that reduces academic stress and leads to success.

Be Prepared and On Time for Class: Successful students have the necessary books and supplies with them when they arrive to class. Successful students are seated BEFORE the tardy bell rings. Successful students preview the day's agenda on the board and are prepared to hand-in any homework BEFORE the teacher asks.

Use Your Daily Planner: We strongly encourage students to write down their homework assignments in their daily planners. While teachers invest time to write assignments on the board and make announcements, students need to invest time during class to write down those assignments.

Do Work at School and Home: Don't fall behind. Stay current on all of your assignments and work hard each day and night. Set aside quiet time each evening to do school work. On most evenings, this means doing actual homework that has been assigned. On those evenings where students may not have any homework, students can always do other school-related work at home.

- Read. Re-read a section or a chapter, read your Expanded Language Arts books, or do some independent reading
- Review your notes. It has been determined that successful students tend to learn information in smaller chunks each evening rather than cramming for a test the night before.
- Study your vocabulary. Make flash cards, draw pictures depicting your vocabulary words, have your parents quiz you...the important point is to review your words nightly.
- **Advocate for Yourself:** A teacher may not always know when students need help. Students need to advocate for themselves by being focused, asking questions, letting teachers know that they don't understand, and attending our regularly scheduled study help sessions. Use the homework web when you forget to write down an assignment.

School Website with links to the homework web: www.hsd.k12.or.us/brown

Tutoring:

- Willamette House: Tuesday and Friday mornings from 8–8:35 a.m.
- Nehalem and Rogue Houses: Tuesday and Thursday mornings from 8–8:35 a.m.
- After-school help days and times will be announced in the Fall.

SUPPLY LIST

All students need to bring the following supplies to class each day:

- 3-ring binder, notebook dividers for all classes
- several #2 pencils with erasers
- pencil holder to put into binder
- two pens with blue or black ink
- highlighter
- calculator (scientific is recommended)
- colored pencils (small package)
- graph paper
- ruler
- glue stick
- scissors
- combination lock for the PE lockers
- shoes for PE that provide adequate support for running and strenuous exercise
- old posters or grocery bags to cover textbooks
- ***box of facial tissue to turn into homeroom teacher***

Some of these supplies may need to be replenished throughout the year. Please check with your child periodically to ensure that he or she has the necessary supplies to be successful at school.

Additional supplies may be needed when your child receives their schedule.

BEHAVIORAL INTERVENTION AND DISCIPLINE PLAN

Students are responsible to know and follow all school and District rules and policies. Please take time to read through and understand the Parent/Student Handbook, and ask any questions that may arise. We believe that all students want to and can succeed, and providing a safe and orderly environment is a key to this.

Brown Middle School works with a tiered system of interventions and consequences. Interventions are designed to interrupt and change behaviors that do not meet expectations. Actual consequences for misbehavior will depend on the severity and frequency of the problem, previous interventions, the student's discipline history, and the student's willingness to improve his/her behavior, among other factors.

The interventions and consequences may change throughout the year as the staff and administration develop more effective strategies to positively impact student behavior. You will be informed about the changes as they occur.

STUDENT LEVEL SELF-DISCIPLINE

Middle school students should have a strong sense of school appropriate and acceptable behaviors. We expect our students to exhibit positive behaviors and make choices that enhance the learning environment and provide a safe place for all students.

IMMEDIATE INTERVENTIONS

If students misbehave in school, the most effective intervention happens immediately and quickly by the staff member closest to the situation. The goal here is for the student to identify that their behavior is unacceptable, change their behavior, and re-engage the activity smoothly and without further disruption. Students can expect a staff member to address the behavior through one or more of these short interventions: (1) Re-directing their attention back to their task, (2) Taking a short time-out away from the activity, (3) Asking them to explain their mistake, (4) Finding better behavioral options, or (5) Completing a "Behavioral Reflection" sheet.

ATTITUDE COUNTS

If a student gets into trouble, the consequences may be influenced by his/her attitude. Please understand that students will always have an opportunity to state their side of the story, but learn to do it to the appropriate person and at the appropriate time. Students who are in trouble and then are rude to staff members may find themselves with more consequences. Lying about what has happened will also work against you.

BEHAVIORAL TRACKERS

Most behavioral issues can be handled with an immediate intervention. There are times when a behavior is inappropriate and/or persistent, yet not big enough to receive a referral. These behaviors are monitored on a "Behavior Tracker" form, submitted by a staff member. If a pattern of misbehavior persists, the student may receive a referral or be referred to a school counselor for help in this area.

DISCIPLINE REFERRALS

A discipline referral is submitted by any staff member to address and record a student's misbehavior, that is beyond a tracker or a persistent misbehavior that has been previously recorded on a behavior tracker. A student receiving a referral can expect to speak with a school administrator to further address the behavior, receive consequences for the misbehavior, and problem-solve acceptable solutions to ensure future success. After the student has been seen by the school administrator, the school administrator will contact his/her parents to further discuss the issue, including any consequences that have been assigned. A copy of the referral will also be mailed home.

DETENTION

As a result of misbehavior, a student may receive detention. Detention may be assigned before school, during a class period, activity time, lunch, or before or after school. The administrators and teachers will decide each year when and where detentions will be held and the expectations during that time. Students with lunch detention will still be served a lunch.

COMMUNITY SERVICE

Community service may be added to a detention in the form of school clean-up or other helpful chores.

FAILURE TO SERVE DETENTION AND CONSEQUENCES

Students are expected to be on time, comply with rules, and serve the entire detention. Failure to meet the expectations of a detention may result in further consequences. The office may send out detention reminders as a courtesy to students, but it is the student's responsibility to know when detention has been assigned and to show up. If students have any questions regarding their detention, they are encouraged to go to the office in a timely manner to ask.

DISCIPLINE OF OTHERS

Staff members have the responsibility to take action whenever they see a student breaking a school rule. Their actions will vary depending on the situation or knowledge of the students involved. If another student is being disciplined, please do not interfere. It is not up to you to stick up for other students unless you have been asked to provide information by an adult. Making fun of a student who is being disciplined is rude and may earn you a referral.

We cannot tell you about the discipline and consequences of other students. We won't tell them about you either. Please be respectful and do not ask other students about what has happened.

PARENT MEETINGS

For persistent inappropriate student behaviors, parents may be asked to attend a meeting to address their child's behaviors.

What to Wear to School?

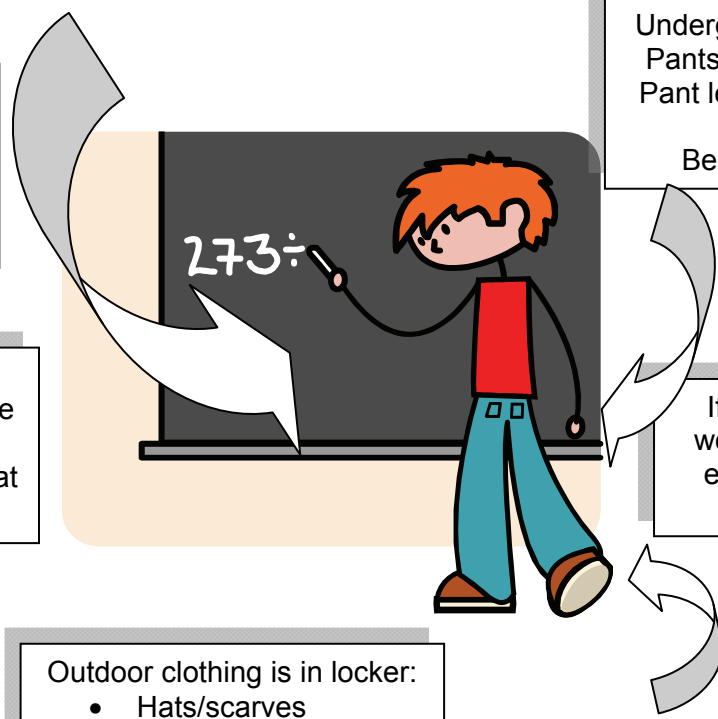
Here's a quick reference to appropriate school attire. For a more detailed description, please refer to the Standards of Student Conduct.

Shirt covers stomach, back and upper chest. Shirts with words or pictures should be school appropriate.

Halter tops, tank tops, muscle shirts, or midriffs are inappropriate for school. Tops must have sleeves that go over the shoulder.

Undergarments are in-visible. Pants are worn at the waist. Pant legs hang loose without rubber bands. Belts are tucked in.

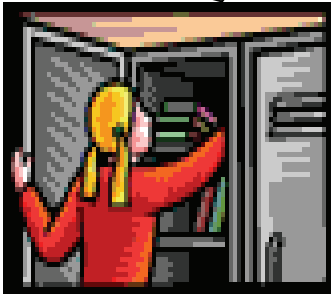
If skirts or dresses are worn, the hems are long enough to keep under-garments invisible.



Outdoor clothing is in locker:

- Hats/scarves
- Gloves
- Coats
- Sunglasses
- Back packs

Footwear is always required.



Bedtime clothing is left at home (pajamas and slippers).

Students who are in violation of the dress code policy will be asked to change into appropriate attire.



Clothing that could injure you or others is left at home:

- Studded collars
- Studded bracelets
- Chains

GENERAL SCHOOL INFORMATION

ACTIVITIES AT BROWN MIDDLE SCHOOL

Activities at Brown are planned by the leadership class and focus on ideas suggested by students. The purpose is to have fun in a safe, healthy way that is age-appropriate for middle school students, as well as allowing student participation in creating and presenting the activity. Activities are designed to involve as many students as possible and match the interest of most kids. Please visit our website throughout the year for activity information.

ADDRESS/PHONE NUMBER CHANGES

Please call Mrs. Howell at 503-844-1070 immediately when you have a telephone/address change. This is extremely important. Our ability to contact parents in the event of an emergency depends on the accuracy of this information, including work and emergency contact numbers.

ATTENDANCE/TARDIES

Consistent attendance is one of the most critical components of student success. When students miss a day of school, it actually sets them back two days as they try to catch up. Please refer to the district's Standards of Student Conduct for more detailed information regarding attendance policies. The following intervention steps have been designed at the school level to notify parents of attendance concerns and to help improve student attendance.

1. When the student is marked absent and the parent has not called the school, an automated call system will make a phone call home notifying that the student is absent.
2. When a student has 3 or more unexcused absences (or 8 half day absences) or excessive excused absences in a 30-day period, the student will be discussed at the school's attendance team meeting, and a school truancy letter will be sent home explaining state law regarding attendance.
3. If absences continue the Student Resource Office (SRO) will be notified and an SRO initiated truancy letter will be sent home.
4. If a student continues to be unexcused from school or excused without proper documentation, a mandatory attendance meeting will occur with the SRO and administration.
5. If attendance still does not improve, the student and parent will be summoned to truancy court and may incur a fine of \$180 or more.

Being on time to class is also extremely important in student success and for teachers to establish a positive learning environment for the day free of distractions. Students who are tardy to class will be swept to in-school suspension or the office to have their tardy recorded. If you are excusing your child's tardy to first period, please call ahead of your child's arrival to school. This will allow your child to get to class in a timely manner. Consequences for repeated tardies may include being removed from class, serving detention, having to attend Saturday School, being assigned in-school suspension, and/or being suspended from school.

Notes will not be accepted. Please call the attendance office anytime at 503-844-1075.

BAGS/COATS/HATS RESTRICTIONS

To ensure the safety of Brown students and staff, students are not allowed to bring hats, coats, backpacks, or bags to class. Lockers are available for students to store hats, coats, backpacks, and bags. Students should bring a sweater or layer their clothing on cold days.

BICYCLES, SKATEBOARDS, SKATES, ROLLERBLADES, AND SCOOTERS

Students who ride their bicycles to school must park and lock them in the bike racks located just

outside the cafeteria doors. To avoid injury and promote safety, bicycles, skateboards, scooters must be walked across the crosswalk on Cornelius Pass Road and walked while on school grounds.

Due to the inherent dangers both to participants and non-participants combined with the potential liability, the use of skateboards, skates, and rollerblades on Hillsboro School District grounds is NOT allowed. Please leave these items at home. If you must use them for transportation to and from school, be safe and respectful of our neighbors' property. Students who are unsafe, disregard the property of others, or ride across streets or on school grounds will have their bikes, skateboards, skates, rollerblades, and/or scooters confiscated and placed in the main office for parents to retrieve, and they may lose their privilege to ride them to school.

BROWN HONOR SOCIETY

The purposes of the Brown Honor Society are to create enthusiasm for superior scholarship, to stimulate desire to serve, to promote leadership, to develop citizenship, and to instill qualities of character. Membership is an honor. Selection is by the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. To be eligible for selection to membership, the student must have been in attendance at Brown Middle School for a period equivalent to one semester. Students eligible for selection must be eighth graders who possess a cumulative scholarship average of 3.5 or higher. New members shall be inducted into the Honor Society with an impressive and appropriate ceremony.

BUSES/TRANSPORTATION

Students are expected to ride the bus to which they have been assigned, and also get on and off at their identified bus stop. A blue Bus Pass is used for students who need to ride a bus for which they are not assigned. To receive a Bus Pass, students need to provide the office with a note from their parents granting them permission to ride that bus. The office will then issue the Bus Pass to the student, who needs to show it to the driver as they board the bus. Drivers will not accept the hand written notes, only the blue bus passes. For specific information regarding bus expectations, please refer to the Standards of Student Conduct or call transportation at (503) 844-1123.

CHILD ABUSE

School employees who have reasonable cause to believe that child abuse has taken place are required by Oregon law to report or cause a report to be made to appropriate agencies. Child abuse, as defined by Oregon statutes, includes physical injury, mental injury, sexual abuse or exploitation, negligent treatment, or threatened harm.

COMPUTER LABS

Brown Middle School provides computers for student use at various locations in the building. Teachers reserve the Media Center, Panther and mobile laptop labs for class projects and research. Additionally, a group of 12 computers are located in the main area of the library. Another computer lab is located in room B2 and is used for our elective computer classes throughout the year. All of the labs will accommodate 32 students.

➤ **Compatibility with Home Computers**

Students needing to print or continue schoolwork produced at home are welcome to use the library computers. The library computers are standardized with Microsoft Office. Students expecting to move computer work from home to school and back are advised to use current versions of Microsoft Word, Excel, and PowerPoint, and save their work onto standard PC formatted disks. If a current version of Microsoft Word is not available at home, students should save their written work as a text file.

The library computers also provide students with excellent digital image and video editing software. Students may create school projects using raw images and video footage produced with home digital cameras and camcorders. Students may use external media (i.e. flash drives and discs) as a way to store work. However, due to virus and copyright issues, no external media of any kind may be inserted into any computer at Brown without first obtaining permission from the supervising staff.

➤ **Printing**

Students may print one copy of schoolwork without charge. Students are asked to not take it upon themselves to “troubleshoot” or load paper into the printers.

➤ **Internet Access**

The computers in the Media Center, Panther and mobile laptop labs and in the library provide Internet access for those students with properly signed District Network User Agreement forms on file. Internet access is provided for academic purposes only and is filtered for content. Content filtering is not a guarantee that students will be protected from inappropriate websites. Students are expected to refrain from seeking out non-academic websites. Students who accidentally stumble upon inappropriate content are expected to “back-out” of the site immediately and report the incident to the teacher.

As per the District Network User Agreement, students must strictly adhere to copyright laws and all other policies outlined in the District Network User Guidelines. This means that, at Brown, no copyrighted content may be uploaded, downloaded, or printed without the express written permission of the owner. This includes but is not limited to images, video files, programs, music files (mp3 files), etc. In addition, students may not play online games, use Hotmail, or IM, register memberships, proxy site, My Space, engage in online chat, send personal information, use credit cards, send spam, threaten or inflame people, participate in chain letters, or view inappropriate content. Please keep in mind that content and standards that may be acceptable at home or in the media may not be acceptable at school.

Students must not alter the “set-up” of the computers in any way. Students may not use control panels; set preferences or properties; re-name or move icons or files; change colors, sounds, desktop layout or rearrange keyboards, cables or other hardware; or use any programs on the computer that they have not been given permission to use.

CONFERENCES/STAFFINGS

Parent/student conferences with Brown Middle School staff may be arranged in advance at the request of parents or teachers. If you have questions or concerns, please call your student's counselor at 503-844-1076. Parent conferences are scheduled with teachers during the first semester. Refer to the school calendar in the front of this handbook for specific dates.

CONTACTING A TEACHER

We encourage all parents to maintain open communications with the school. If you need to speak with a teacher, call the office and you will be connected directly to the teacher or to the teacher's voicemail. You may also communicate with our teachers through their school email which can be accessed through the school's website, www.hsd.k12.or.us/brown. You can expect a return contact from our teachers within one school day. Please note that due to their teaching schedule and other commitments, teachers aren't always available to meet with parents in the middle of the day or on short notice. You may wish to call your student's teacher or counselor to set up a meeting. We strongly encourage parents to attend our fall conferences to meet with teachers.

COUNSELING SERVICES

The following services, programs, and resources are available to all students and parents, **by request**:

- Counselors have specific background and training for intervention in connection with a range of student and family problems.
- Counselors organize and facilitate, by request, conferences involving students, teachers, and parents.
- Students with significant school adjustment problems may receive counselor assistance in developing behavior management plans.
- Special assessment by outside agencies (achievement, psychological, behavioral) is available in some circumstances. These referrals are typically made by counselors with parent approval.
- Small groups are organized for group counseling on an "as needed" basis addressing identified student problem areas. Teachers, students, parents, administrators, and counselors make referrals.
- Counselors assist with the monitoring and updating of appropriate educational placement (APE) or program of services (Section 504s) for qualified students.
- Counselors maintain a continuing working relationship with other helping agencies, such as Department of Human Services, Juvenile Department, Mental Health Division, Youth Contact, behavioral clinics, and more. They can make referrals to appropriate agencies for additional family support.

COURSE EXEMPTIONS

State Board of Education policy (OAR 581-22-415) permits school districts to provide alternative courses or grant exemptions in order to accommodate students' religious beliefs. Parents are invited to review materials used to support instruction. Contact the building principal for additional information.

DRESS/APPEARANCE

Please see the Standards of Student Conduct in this handbook for our school district's policy on dress and grooming. Here you will find specific guidelines for students and parents. We also ask that you do not write on your own or other student's clothing or bodies.

DROP-OFF and PICK-UP ZONES

To alleviate the traffic congestion into our driveway and on Frances Street, we ask that you pull all the way forward in our drop-off and pick-up lanes when transporting your child. Please do not stop or wait at the main walkway if there is a line of cars behind you.

ELECTRONIC SOUND/COMMUNICATION DEVICES

Electronic sound or communication devices can be distracting to a student and disruptive to the learning environment. These devices are not to be used at school at any point during school hours. A violation of this policy will result in item being confiscated. For the first offense, the item will be returned at the end of the school day. The second offense will result in a parent having to come to pick up the item from an administrator. Subsequent offenses will require administrative intervention. The school does not take responsibility for electronic devices that are damaged, lost or stolen. We strongly encourage students to leave these items at home. Please refer to the student code of conduct for additional district policy.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Board that equal educational opportunity and treatment be provided to all students. No student legally enrolled in the District shall, on the basis of age, disability, national origin, color, race, religion, marital status, sex or parental status, be excused from participation in,

be denied the benefits of, or be subject to discrimination under any educational program or activity administered or authorized by the Board. The district staff shall acknowledge the dignity and worth of individuals and groups and their participative roles in society.

EXCHANGE STUDENTS

The Hillsboro School District has an active program involving student visitors from foreign countries. However, exchange arrangements are subject to District policy guidelines and must be approved, in advance, by building principals.

FINANCIAL SOLICITATIONS

The major all-school annual fundraisers are the September Magazine Sale and the February Cookie Dough Sale. These sales involve all students in Grades 7 and 8. These funds provide for student activities, assemblies, awards, and other special student events. All other fund-raising activities need prior administrative approval.

FOOD/DRINKS IN CLASSROOMS

Students may bring regular water bottles into the classroom. All other food and drink are prohibited in classrooms and hallways.

HALL PASSES/PASSING TIME

Students will receive four 5 minute hall passes for each class at the beginning of each quarter. We encourage students to use the 5 minute passing time between classes to use the restroom, drink water, and gather their supplies for their next class. Teachers will initiate hall passes for students needing to visit the health office. Please notify the office of any health concerns which may be compromised due to your child having a limited number of hall passes.

HEALTH SERVICES

A health assistant is available during school hours to handle emergency illnesses and accidents. You will be notified if your student becomes ill; **emergency phone numbers are essential**. A student will not be released to go home without his/her parents' permission.

➤ **Medication**

Self-medication of nonprescription medication is allowed with a parent permission form. Self-medication of prescription medication is not allowed except in cases where a student must carry such medication at all times for immediate access. The necessary permission form and written instruction must be submitted as required.

- Parents must bring all prescription medication to and from school.
- Only medications needed for a child to remain in school will be given during school hours.
- Medications must be in their original container; when the medication is finished, the parent must bring in the new medication in the new container.
- The District medication form must be completed and signed, and the information must agree with the prescription label.
- If a child has an allergy that calls for the administration of Benadryl or Epinephrine, that medication must be provided to the school by the parent.
- Only District nurses can take verbal directions about medications.
- Please request that physicians write "lunch" for midday doses of medication rather than "noon" since many children do not eat lunch at 12 p.m.
- If your child needs to carry medication at school, please check with your school office for the proper procedures to follow.
- When the normal school schedule changes (early release, late opening, etc.) and your child's scheduled medication time does not fall during the school hours for that day, the school will not administer your child's medication.
- State law does not permit school personnel to administer dietary food supplements.

This policy and regulation shall not prohibit in any way the administration of recognized first aid to students by District employees in accordance with established state law, Board policy, and procedures.

HOMEROOM/PANTHER PAUSE/HOMEWORK INTERVENTION

Homeroom and Panther Pause is a unique 22-minute part of the day designed to meet our students' academic and social growth needs, develop a sense of community within our school, and allow students to engage in positive social interactions through structured and guided activities. Homeroom activities include our character education program and teaching of school-wide expectations. Panther Pause allows students an opportunity to join a variety of clubs and special interest activities, and meet students with similar interest. Our spirit assemblies are also held during this time. Homework intervention occurs concurrently with Panther Pause, and serves as a study hall for students who may be struggling academically. Students will be assigned to homework intervention by their teachers.

HOMEWORK

Homework is an extension of the student's learning in the classroom. Its purpose is to improve the learning process, aid in the mastery of skills, and stimulate interest in the subject area. The amount of homework will vary according to the intensity and difficulty of the subject matter. Homework will be assigned to complete work assigned in class, supplement a well-planned lesson, make up assignments missed because of an absence, gain extra credit, or complete long-range assignments. Middle school students should plan to spend about one hour each day on homework. **HOMEWORK WEB SITE:** www.hsd.k12.or.us/brown

➤ **Homework Assignment Planners**

All students will receive a planner which provides a weekly calendar to record daily homework assignments. Replacement planners can be purchased at the counseling center.

ID CARDS

All Brown Middle School students will be issued an identification card with the student's picture and school identification number on it. Students are encouraged to carry their card at all times. This card also serves as an activity card when validated by an ASB sticker, which qualifies students for a reduced rate when purchasing tickets to socials. ID pictures will be taken during the first month at no cost. Replacement cards will be available during the year at a cost of \$2 from the Counseling Center.

INSURANCE

Students may purchase insurance through a school plan. Information about the insurance plan will be sent home prior to the start of the school year. This insurance will be through a private carrier and is not handled by the school district. Forms for claims will be available through the school health assistant, but will be handled by the local insurance company. Students must have insurance coverage before participating in athletics, either through their family or school. Proof of insurance must be on file before a student may participate in a sports program.

LIBRARY/MEDIA CENTER

➤ **Checking out Library Materials**

Students use their ID cards to check out books, magazines, and reference materials. Replacement for lost ID cards may be obtained from the Counseling Center for \$2. Check-out periods are as follows: Books – 3 weeks; Magazines – 1 week; Reference Materials – 1 day. Students needing materials for longer periods must bring them to the library for renewal before they are due. Large books must be handled with special care and magazines must be kept in their plastic transport pouch when not being used.


- **Overdue or Damaged Library Materials**
Overdue notices will be given to students on a regular basis. No daily fines will be assessed for overdue materials; however, students with items more than two weeks overdue or who return items in a damaged state may be charged for replacement. Students with overdue or with outstanding debts may not check out additional materials. Parents are asked to help their students be responsible library patrons by reminding them to handle library materials with respect and to return them on time.
- **Class-time Visits to the Library**
During class time, the library is to be considered an extension of the classroom. Class time is “quiet time” and is limited to checking out books, taking make-up tests, and doing independent schoolwork. Upon arrival, students must check in with the librarian and explain the purpose of their visit.
- **“Free-time” Visits to the Library**
The library is usually open to “free-time” visits during lunch, before and after school. On occasion, however, the library may be unavailable during these times as it may be reserved for meetings, special activities or class projects. Please be courteous; never enter the library loudly or bang on locked doors; a meeting, performance, or class may be in session. Lunchtime is also a “quiet time” in the library. Students may read, study, surf the net, browse for books, or play very quiet board games. Students may not visit with friends at this time.

LOCKERS

Lockers belong to the school district. Students are allowed to use the equipment as a convenience. Use of lockers needs to conform to school rules and policies, and lockers are to be properly cared for.

Lockers, with combination locks, are provided by the school. Lockers will be issued in homeroom. Lockers may be decorated on the inside, provided the decoration is appropriate to the school environment. Decorations will need to be removed at the end of the year. Students and their parents are responsible for damage to lockers and locks. Lockers must be kept locked at all times. **Students are asked not to bring valuables to store in school lockers.**

- Do not give your locker combination to anyone. Friendships change; lockers do not.
- Keep the locker assigned to you. You may not change lockers without administrative approval and assistance from Mrs. Machian in the main office.
- Report any difficulty with your locker or anyone tampering with your locker to the office.
- If your locker is jammed, check-in with your teacher first, and then go to the office for assistance.

 **PE Lockers:** If your child has PE class, they will also have a locker in the PE locker room to store their belongings during class. Parents are responsible for providing a lock for their child’s PE locker.

PARENT INVOLVEMENT

Parent participation in the activities of our school is welcome. Please call Mrs. Machian at 503-844-1070 if you wish to volunteer for anything – from chaperoning to helping in the classroom to filing papers to building drama sets and more. In addition to these school building opportunities, you may wish to join the Brown Middle School Parent Club, which meets on the third Monday of each month at 7 p.m.

PERMANENT MARKERS/LASER PENS

Permanent markers (sharpies) and laser pens are prohibited at school, unless they are used with a teacher’s permission for a specific assignment. In most cases, these supplies can and will be supplied by the classroom teacher.

PHONES/MESSAGES

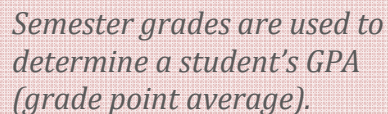
The school has a system in place for dealing with emergency phone calls and ensuring that emergency messages get to your child. Further, students have access to a phone in the front office to make calls when needed. We encourage you to use our system and not call or text your child's cell phone as it may interfere with the classroom learning environment and the education of other students. With special permission, administrators may grant use of cell phones.

REPORT CARDS

Report cards will be issued at the end of every quarter and semester. They will indicate progress in school using the following marking system:

Scholastic grades:

- A - Superior Achievement (4.0)
- B - Above Average (3.0)
- C - Average (2.0)
- D - Below Average (1.0)
- F - Failing



Semester grades are used to determine a student's GPA (grade point average).

Students who earn a Grade Point Average of 3.5 or higher are named to the honor roll at the end of each semester. In addition to report cards, midterm progress reports will be mailed home half way through each quarter. Teachers are afforded the flexibility to use different grading practices. Please stay informed by looking over the course guidelines from each of your teachers.

SCHOOL SOCIALS

Attending school socials is a privilege. Students who demonstrate safe and appropriate behavior on a daily basis while at school earn the right to attend socials. Because there are a few students who do not always demonstrate appropriate school conduct, the following guidelines have been established to determine who will not be permitted to attend school socials:

- Students who receive one referral resulting in a suspension or three referrals will not be allowed to attend the upcoming social. Students have an opportunity to start over after one social and before the next one.
- Ineligible students will be notified prior to each social.

This policy will affect only a very small population. It is hoped that students will conform to high standards of behavior and earn the privilege to attend socials by demonstrating appropriate daily school citizenship.

Socials are scheduled from 3:30–5 p.m. Bus service is not available after socials. Please arrange for transportation for your student.

SPECIAL EDUCATION SERVICES

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 special learning disabilities. Many of these services are provided on the Brown Middle School campus. Any student with an identified disability is eligible to receive services from one or more of these programs.

Parents concerned that their child's school progress may be limited by one of the above handicaps 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 principal, or the building coordinator of the special education resource room. Parents might also wish to discuss such matters with the District's Special Programs Department, 503-844-1500.

Brown Middle School offers daily morning tutoring for students with special needs. Tutoring is from 8-8:30 a.m. in room G10.

TEXTBOOKS

Please cover your textbooks to avoid excessive wear and tear. Grocery sacks make a durable book cover. You are responsible for lost and/or damaged textbooks and will be expected to pay for unusable books.

VISITORS

Parents are always welcome to visit the classroom or special school events. We ask that parents contact the school 24 hours prior to the classroom visitation. The office will provide a visitor's badge to identify the visiting parent. As a matter of building security, teachers are asked not to allow visitors into the classroom unless they have approval of a building administrator. Students from other schools are not allowed to visit during school hours.

NOTES

DISTRICT INFORMATION/POLICIES

NOTES

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HILLSBORO SCHOOLS DIRECTORY

Over 20,000 students are enrolled in 34 Hillsboro schools. Twenty-five elementary schools, four middle schools, and four high schools are organized in four feeder systems. Miller Education Center offers programs for middle and high school students. The following feeder systems include:

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

ADDITIONAL EDUCATION OPPORTUNITIES

In order to provide innovative and flexible ways of educating children, HSD offers alternative education options within the public school system, including the Expanded Options and Tuition Reimbursement Programs. These options provide opportunities for students to take PCC and other state colleges and universities courses. Placement of a student in an alternative education program will be made only if the program has been determined by the District, according to District policy, to best serve the student's educational needs and interests, within District and State academic standards.

In compliance with Oregon Laws (ORS 336-615-336.675, ORS 339.250, and OAR 581-022-1350) the Hillsboro School District provides programs of alternative education for students. For additional information about placement in alternative education programs, contact your school counselor or principal.

The Miller Education Center (MEC) offers a variety of educational opportunities to students in Grades 6–12. Staff is trained to prepare students for high school, college or the workplace, as well as to assist students in developing appropriate behavior and social skills. Parents can call 503-844-1000 for more information.

Financial Assistance for Alternative Education

As provided for in ORS 336.635, parents or legal guardians of students may request district financial assistance for enrollment in an approved alternate program of instruction. Such financial assistance will in all cases be subject to advance approval, apply only to tuition costs, and be limited to an amount equivalent to the District's receipts from the Basic School Support Fund for the pupil. Parent requests for advance approval should be submitted on the designated District form to school counselors.

ATHLETICS AND ACTIVITIES – BEHAVIOR AND ACADEMIC STANDARDS

Athletic and activity participants must meet Oregon School Activities Association (OSAA) and District behavioral and academic standards. Refer to the Standards of Student Conduct for current standards.

Athletics and Activities Eligibility Requirements

Academic Standards

In order to meet academic standards, a student must:

1. Meet the OSAA requirements of (1) having passed five subjects the previous semester or four subjects the previous trimester, and (2) be enrolled and doing passing work in at least five subjects the current semester or at least four subjects in the current trimester, meet OSAA minimum satisfactory progress towards degree requirements; and
2. Pass all subjects or receive a 2.0 GPA on the previous grading period (quarter, semester, trimester).

Participants in athletic/activity programs not meeting standard 1 above are, by OSAA regulation, ineligible for the term. They may not participate or represent the school until semester/trimester grades provide for eligibility. Students may not practice if they do not meet the OSAA standard unless they apply for an exception and it is approved by the principal. The principal's approval will be contingent, in part, on the student submitting a plan for how he/she will fulfill academic requirements given the time demands of athletic/activity participation. Students granted an exception and allowed to practice must meet the OSAA academic standard at the nine-week grading period.

Participants in athletic/activity programs not satisfying standard 2 above, or *incoming freshmen with 8th grade transcripts not satisfying either standard 1 or 2 shall be allowed to practice but

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

Process for getting cleared to participate:

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

Eligibility Requirements

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

1. The participant must meet OSAA and HSD eligibility requirements.
2. The participant must adhere to the training and citizenship rules established by the coach, athletic department, and school administration.
3. The participant must meet physical requirements and possess some type of insurance which covers him/her for athletic injuries.
4. A participant who is dropped from a squad for disciplinary reasons will not be allowed to become a member of any other sport during that season.
5. A participant may not drop from one sport squad and transfer to another without agreement of both coaches concerned.
6. A participant must possess a student body card with an ASB sticker.

The Hillsboro School District recognizes athletic/activity participation as an integral part of the educational process. Experience has shown that such participation promotes and supports the academic mission of schools, as well as contributing to students' social and personal development. Students who represent their schools should set high expectations for themselves in all areas of school life, but particularly in the classroom.

If you have any questions, please do not hesitate to contact the high school athletic directors:

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

BALANCED GRADING

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

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

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

CLOSED CAMPUS

School board policy requires that students remain on campus from the time they arrive until the end of their school day. Leaving campus during the day *for any reason* without first checking out through the Attendance Office will result in unexcused absences for any class periods missed.

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

DIPLOMA REQUIREMENTS

Hillsboro School District High School Diploma Options

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

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

Chancellor's Diploma

The Hillsboro Chancellor's Diploma is based on the Oregon University System requirements and is recommended to adequately prepare students for college admissions. The Chancellor's Diploma is based on the highest level of admissions requirements including a 3.4 GPA and 16 units of college preparatory credit: 4 English, 3 Mathematics, 3 Science, 3 Social Science, 2 Second Language, plus one additional academic credit. In addition, a "C" or better is required in every academic requirement for a total of 26 required credits.

HSD Chancellor's Diploma Requirements	
4.0	Language Arts*
3.0	Math (Including Algebra 2)*
3.0	Science
1.0	PE
1.0	Health
3.0	The Arts/Career Technical Education (CTE) and at least 2 Second Language*
3.0	Social Sciences*
7.5	Electives Including .5 Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
26	TOTAL CREDITS "C" or better in every academic credit requirement* Cumulative GPA of 3.4 *16 academic credit requirements plus 2 additional academic credits Add proficiency in Essential Skills starting with the Class of 2012

Standard Diploma

In January of 2007, the Oregon State Board of Education voted to adopt new high school graduation requirements. These new requirements are designed to better prepare each student for success in college, work, and citizenship. To earn a diploma, students will need to successfully complete the credit requirements, demonstrate proficiency in essential skills, and meet the personalized learning requirements. A phase-in schedule has been created to allow students, families, school and teachers to prepare to meet these new requirements.

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

Class of 2012, 2013 HSD Standard Diploma Requirements	
4.0	Language Arts
3.0	Math
3.0	Science – scientific inquiry (2 with lab experiences)
1.0	PE
1.0	Health
3.0	Social Sciences
3.0	The Arts, Second Language, Career and/or Technical Education
5.5	Electives Including .5 Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
	Demonstrate proficiency in Essential Skills: - Read and comprehend a variety of text at different levels of difficulty - Write clearly and accurately (2013)
24.0	TOTAL CREDITS

Class of 2014 HSD Standard Diploma Requirements	
4.0	Language Arts
3.0	Math – all at Algebra I level and above
3.0	Science
1.0	PE
1.0	Health
3.0	Social Sciences
3.0	The Arts, Second Language, Career and/or Technical Education
5.5	Electives Including .5 Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
	Demonstrate proficiency in five essential skills: <ul style="list-style-type: none"> - Read and comprehend a variety of text at different levels of difficulty - Write clearly and accurately - Apply mathematics in a variety of settings
24.0	TOTAL CREDITS

Modified Diploma

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

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

Class of 2012 and beyond HSD Modified Diploma Requirements	
4.0	Language Arts
2.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts, Second Language, Career and/or Technical Education
2.0	Social Sciences
8.5	Electives Including .5 Senior Seminar with modifications (required for students not enrolled in a senior level Focused Program of Study)
2.5	Career Development
	Demonstrate proficiency in essential skills: <ul style="list-style-type: none"> - Read and comprehend a variety of text at different levels of difficulty - Write clearly and accurately (2013) - Apply mathematics in a variety of settings (2014)
24.0	TOTAL CREDITS

Extended Diploma

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

Extended Diploma	
2.0	Language Arts
2.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts or a Second Language
3.0	Social Sciences
12.0	TOTAL CREDITS <i>May not include more than 6 credits in a self-contained special education classroom</i>

Alternative Certificate

An Alternative Certificate will be awarded to students who do not satisfy the requirements for a chancellor's diploma, standard diploma, modified diploma, or extended diploma if the students meet minimum credit requirements established by the District. Alternative certificates will be awarded based on individual student needs and achievement. Students receiving an alternative certificate may have varying educational opportunities after graduation.

GED

The GED Tests provide the opportunity to earn a high school equivalency certificate. Recognized nationwide by employers and educators, the GED certificate is available through Miller Education Center and Portland Community College.

Diploma Notes

Essential Skills

Beginning with the class of 2012, graduation requirements include multiple options for students to demonstrate proficiency in a set of Essential Skills. Essential skills are designed to equip students with what they need to be successful in college, the workplace, and their communities.

They help students acquire knowledge and skills in academic and career and technical studies and apply what they learn to real world situations. Students learn and apply essential skills in all subject areas, both in the classroom and outside of school.

Students must demonstrate proficiency in the first four Essential Skills and the remaining will be phased-in over time.

- Read and comprehend a variety of written materials (2012)
- Write clearly and accurately (2013)
- Apply mathematics in a variety of settings (2014)
- Listen actively and speak clearly
- Think critically and analytically
- Use technology to learn, live and work
- Demonstrate civic and community engagement
- Demonstrate global literacy
- Demonstrate personal management and teamwork skills

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

Senior Portfolio and Senior Projects

A set of personalized learning requirements are also required for graduation and met through the completion of a Senior Project and Portfolio:

- *Education Plan and Profile:* Students will develop an Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals.
- *Career-Related Learning Experiences:* Students will participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
- *Extended Application:* Students will apply and extend their knowledge in new and complex situations related to the student's personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.
- *The Career-Related Learning Standards:* continue through 2012, at which time they become part of the Essential Skills.

EMERGENCY CLOSURES & INCLEMENT WEATHER

In the event of hazardous weather or other emergencies, radio and television stations will carry school schedule change information. The District will strive to post closure and delay information on the District website as soon as possible at www.hsd.k12.or.us.

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

Many radio stations begin announcing school closures by 5:30 a.m. Some of them are KUIK (1360), KEX (1190), KXL (750), KKRZ (100.3) KKCW (103.3). Television stations that announce school closures include KATU (2), KOIN (6), KGW (8).

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

FEES

It is the philosophy of the Hillsboro School District Board of Directors that no student be denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements will be worked out through a counselor rather than the classroom teacher.

Middle School Student Activity and Miscellaneous Fees 2010-11

DESCRIPTION	FEE	
	Semester Schools	Trimester Schools
7th Grade:		
Exploring Art	\$7.50 / quarter	\$10 / trimester
Exploring Home Living	\$7.50 / quarter	
Exploring Computers	\$5 / quarter	\$10 / trimester
Exploring Technology	\$7.50 / quarter	\$10 / trimester
Towel Fee (required for PE)	\$6 / semester	
8th Grade Elective:		
Art	\$15 / semester	\$10 / trimester
Computers	\$5 / semester	\$6 / trimester
Technology	\$15 / semester	\$10 / trimester
Teen Survival	\$15 / semester	
Towel Fee (required for 8 th grade PE)	\$12 / year	\$12 / year
PE Shirt		\$5
Homework Planner (required for all students)	\$4	\$4
Replace ID Card	\$2	\$2
Yearbook	TBA	TBA
*Other Fees		

*SOME ELECTIVES MAY CHARGE ADDITIONAL FEES FOR STUDENT-SELECTED PROJECTS.

**HIGH SCHOOL
STUDENT CLASS AND MISCELLANEOUS FEES 2010-11**

DESCRIPTION	CENTURY	GLENCOE	HILHI	LIBERTY
All Visual Arts	\$25.00	\$25.00	\$25.00	\$25.00
All Technology Ed Classes	\$25.00	\$25.00	\$25.00	\$25.00
<ul style="list-style-type: none"> • Advanced Technology • Auto • Digital Technology • Drafting • Foods • Horticultural • Welding • Wood 	\$25 Capital Center Classes \$40 Drafting	Jewelry Metalsmithing \$25.00	\$30 Construction	
All Photography	\$35.00	\$35.00	\$35.00	\$35.00
Activity Fee*	\$125.00	\$125.00	\$125.00	\$125.00
	Marching Band Cheerleading Dance Team Color Guard	Concert/Symphonic Band Cheerleading Dance Team Flag Team	Marching Band Cheerleading Dance Team Color Guard FFA	Marching Band Cheerleading Dance Team Color Guard
ASB	\$20.00	\$20.00	\$20.00	\$20.00
Athletic Participation*	\$175.00	\$175.00	\$175.00	\$175.00
Lock Rental	\$5.00 (one time)	\$5.00 (one time)	N/A	\$5.00 (one time)
Parking Permit	\$30.00 per year	\$30.00 per year	\$30.00 per year	\$30.00 per year
Planner	\$5.00	\$5.00	\$5.00	\$5.00
Printing Paper Fee	10.00	10.00	10.00	10.00
Towel Fee	4.00	4.00	4.00	4.00
Yearbook	\$50.00	\$50.00	\$50.00	\$50.00

*Per student per sport/activity to maximum of \$350 per student; maximum of \$700 per family.

It is the philosophy of Hillsboro School District 1J School Board of Education that no student be denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements should be worked out through a counselor, rather than the teacher whose class is involved.

Admission to athletic contests:

- \$5/adults, \$4/students, \$2/with ASB sticker from visiting team (NWOC – Liberty)
- \$6/adults, \$4/students, \$2/with ASB sticker from visiting team (Pacific – Century, Glencoe, Hilhi)
- ◆ \$7/adults, \$5/students for all varsity football games at Tigard High School

GIFTS

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

HEALTH AND SAFETY

Health Curriculum Content

According to Board Policy IGAEA, parents are notified in this handbook that material regarding AIDS/HIV/Hepatitis B will be taught in the health curriculum. Parents may excuse their child from participating in any instruction on human sexuality and/or human immune deficiency virus by submitting a written request to the principal.

HIV/AIDS Rumor Control

Confidentiality and individual rights to privacy are provided to all personnel associated with the schools in cases of HIV+ or AIDS infection. Requirements for confidentiality and individual rights are placed upon school districts. A staff member or a student infected with the AIDS virus or HIV+ may continue working or attending school.

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

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

A Child entering <u>Preschool, Child Care, or Head Start</u> needs:	4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib
A child entering <u>Kindergarten 1st or 2nd Grade</u> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <u>Grades 3-6 or Grades 10-12</u> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B
A student entering <u>Grades 7-9</u> needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B

**Doses required varies by a child's age and how long ago they were vaccinated. Please check with your school, healthcare professional or the Washington County Health Department at 503-846-8881.*

Medical Protocols

Health management protocols are not routinely sent for *asthma, allergies, insect sting allergies, and hypoglycemia*. Guidelines for treating emergency symptoms related to these conditions are posted in the school health rooms. *Please contact your school nurse if you would like a specific protocol developed for your child, especially if they have special needs related to their condition.*

Medications

When a student has a health condition necessitating the administration of medication during the school day, parents must submit the necessary paper work, following these guidelines:

- Medications must be submitted in their original container, and must be transported to and from school by the parent/guardian.
 - ❖ Any refills must be submitted in their original container to the school by the parent. Pharmacies will provide an extra bottle for school use when requested.
- Prescription medications must have a label with the child's name, name of medication, route of administration, dose, amount to be given at school, frequency/time of administration, and physician's name.
- Medication Authorization form is completed and signed by the parent (both for prescription and over the counter medication).
- Over the counter medication must be in their original container, with the student's name on the container. Health care provider order needed if parent's instructions for administration contradict the safe dosing on the container.
- All changes in instructions must be requested in writing.
- When the normal school schedule is changed (due to early release, late openings, etc.) and your child's scheduled medication time does not fall during the school hours for that day, the school will not be giving your child medication.
- Self-administration
 - ❖ General rules
 - **If parent desires student to carry and self-administer a medication, they must bring the medication to school and fill out the proper paperwork. Contact your child's school for further information regarding student self-administration of medications at school.**
 - Student will not share the medication with another person.
 - Student will carry only the amount of medication needed for one school day.
 - Medication must be kept in its original container.
 - Permission to self-medicate may be revoked if the student violates the policy, and the student may be subject to discipline, up to and including expulsion, if the policy is violated.
 - School nurse consultation required for requests that K-12 students carry prescription medications.
 - School nurse consultation required for requests that K-6 students carry any medications.

EMERGENCY EVACUATION AND CONTAINMENT DRILLS

Containment Drill:

The term “containment” is used to signal the beginning of an emergency situation such as an intruder with a weapon or a similar emergency situation where close student supervision and communication is essential.

Teachers and students are expected to remain in the classroom and:

1. Lock the door
2. Ignore bells
3. Keep the classroom door closed until the situation has been cleared
4. Take attendance
5. Stay away from the windows
6. Remain quiet and get as low to the floor as possible
7. Turn off the lights
8. Stay off the telephones

Students in other areas of the campus will receive specific instructions from the administration.

All staff, students and visitors will remain in containment until the authorities have cleared the situation and an official announcement has been made.

Periodic Containment Drills will be practiced. Students are to follow instructions given by their teacher.

Fire Drills and Regulations:

We are required by law to have periodic fire, containment, and earthquake drills. Every student should know the location of the exit in each room that he/she uses during the day. Consult the instructor or the chart posted in each room if you do not know the fire/earthquake exit.

When the siren sounds signaling a fire drill:

1. Move rapidly (do not run) to the designated outside exit. ***All students must leave the building, regardless of what they are doing.***
2. Move well away from the building and remain quiet.
3. When the all clear sounds, return directly to class in an orderly fashion.
4. Specific instructions are posted in each room adjacent to the door.

When the siren sounds signaling an earthquake drill:

1. Remain in the room and seek cover under a desk or table, or in a doorway.
2. When the earthquake stops, evacuate.

LOST AND FOUND

Any article found should be turned in to the main office. Failure to do so may result in disciplinary action. Students who have lost articles may call the office and claim them. Articles in the physical education lost and found are not to be removed without teacher authorization.

To enable parents, students, and staff to reclaim articles of clothing and other items lost or misplaced, each school will provide a designated “Lost and Found” location at their school. To the degree possible, school staff will display items at the designated location to facilitate identification of missing items by students, parents, and/or staff. Parents will be reminded periodically via newsletters and school websites to check the lost and found for missing articles. All lost and found items remain the sole property of the individual who lost them until the school deems the items as unclaimed. Under no circumstances will staff remove articles of clothing or other items for private use or personal gain. Parents will be notified that all unclaimed clothing and other collected items will be donated to charitable organizations or groups up to twice a year. Schools will retain a receipt from the charitable organization receiving the unclaimed articles.

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

Middle and High Schools

Students are offered a wide variety of lunch choices. The District uses an electronic meal tracking program, scanning student I.D. cards or keying in student I.D. numbers. Lunch money may be deposited with the cafeteria at any time or payments can be made online at www.myschoolbucks.com. There is a no meal charging at the secondary level. Secondary students without money for lunch will be offered an emergency meal.

Students may apply to work in the cafeteria during part of their lunch period to earn a free lunch. Check with the school's cafeteria manager if you are interested.

Free and Reduced

Information regarding the free and reduced-price meal program is mailed home prior to the start of the school year. Current year applications are available in the school's main office and on the District website. The **completed** application must be mailed to the Nutrition Services Applications Department, 3083 NE 49th Pl., #208, Hillsboro, OR 97124, or filled out on line through our District website at <http://www.hsd.k12.or.us>.

MEDIA RELEASE – DIRECTORY INFORMATION

Directory information is information about students that could include the following: student's name, address, phone number, electronic address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous educational agency or institution attended, and such other categories of information as the Superintendent shall designate under the authority of and in conformance with law and District policy.

The Hillsboro School District gives notice that such information may be printed or published during the year in formats such as honor rolls, award announcements, press releases, media productions, play programs, team rosters, football programs, concert programs, yearbooks, school or District web site articles, and other such school or District publications, and will be appropriate for the purpose of that publication.

Hillsboro School District may, upon request, provide directory information to organizations such as a graduation products contractor or Hillsboro Schools Foundation.

Print and electronic media representatives may attend school activities, projects, or events for news coverage and may photograph a student or students.

Parents and guardians have the right to prevent the District from releasing directory information regarding the student and/or parent. To exercise this right, requests must be submitted in writing by the parent/guardian, student 18 years of age, or emancipated student to the principal within fifteen days of annual public notice.

Parents/guardians are reminded that should they desire to prevent publication of directory information, the school will not be able to include the student in honor rolls, press releases, media productions, team rosters, concert programs, and other such school or District publications.

- All requests by parents to prevent publication of directory information will be honored.
- No unlisted phone numbers will be released for any reason.
- Directory information shall be released only with administrative direction, and information considered by the District to be detrimental will not be released.

MILITARY REQUEST FOR INFORMATION

According to federal law—No Child Left Behind Act - school districts are required to provide the name, address, and phone number of students (male and female) in Grades 11 and 12 to military recruiters regardless of age.

Individual students or parents of students may request the student's name not be released to the military. Because the District must submit the list to the military in mid-October, written requests to not be included in the list must be received at the school office no later than the fourth Friday in September.

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

NONDISCRIMINATION (TITLE IX)

The District strives to provide equal educational opportunities to all students and to eliminate those conditions which may cause discrimination. A student, parent or guardian who believes that he or she is the recipient of discrimination may report the incident to the staff member on duty at the time or to the student's teacher or administrator. The teacher or administrator will take appropriate action, which may include following the rules for discipline outlined in the Standards of Student Conduct.

A student and his or her parent are encouraged to attempt to resolve concerns informally. However, if they are unable to or believe the student is the recipient of discrimination from a District staff member or the District generally or one of its volunteers, they are encouraged to complete the District's Discrimination Complaint Form.

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

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

The Title IX coordinator for the District is Assistant Superintendent Gustavo Balderas. Complaints should be addressed to Mr. Balderas at 3083 NE 49th Place, Hillsboro, OR 97124, or by calling 503-844-1500.

PARENTAL RIGHTS TO REVIEW MATERIALS

The District is committed to protecting student and parental privacy. Board Policy KAB: Parental Rights further ensures that parents have the opportunity to review curriculum material, surveys, or tools which may seek personal information about students.

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

The District administers a student survey annually. This survey is completed by students in Grades 6 through 12 and to Grade 5 students in blended 5/6 classrooms. The survey gathers information on school safety, drugs and alcohol, and instruction-related issues. Results of the survey are used for school improvement planning, grant applications, and evaluation of progress toward goals. The survey is administered in January or February each year. Parents may contact Beth Graser, Coordinator of Communications, with any questions at 503-844-1500 or graserbe@hsd.k12.or.us.

RESIDENCY AND STUDENT TRANSFER REQUIREMENTS

Residency Requirements

District policy requires that to attend school in our District, students' parents or legal guardians must reside within the district. All exceptions to this policy must be approved by the superintendent/designee. Students living away from home or with friends or relatives, who are not emancipated or living with a legal guardian, must have administrative approval to attend a District school.

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

In-District Transfers

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

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

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

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

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

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

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

Miscellaneous General Provisions for All Transfers

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

Routine Transfer Request

When requesting a transfer, a parent or guardian will:

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

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

The District office will:

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

The home school principal will:

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

The District office will then:

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

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

Boundary Change Transfer Request

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

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

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

No Child Left Behind Act Provisions

1. Public School Choice Transfer Requests

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

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

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

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

2. Safe Public School Choice Transfer Requests

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

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

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

Special Education and Public School Choice

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

Record Keeping

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

Inter-District Transfer Requests

General Guidelines for Counselors and Parents

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

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

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

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

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

Athletic/Activity Participation

Parents are reminded that a transfer application, if approved, will allow the student to complete an academic transfer, but does not guarantee eligibility to participate in competitive

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

The OSAA states, "It is a fundamental rule of the Association that students must attend only the high school in the school district where their parents reside. Exceptions to this rule are to be strictly construed." (Rule 8-6-1) Parents may contact OSAA at (503) 682-6722 with specific questions.

Resident Student

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

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

Application

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

Next Steps

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

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

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

The nonresident student transfer begins with the resident district.

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

Conditions for Accepting, Denying, or Revoking a Transfer Request

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

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

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

Exceptions

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

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

Student Withdrawal from School

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

1. The parent or guardian is asked to contact the school either personally, by telephone, or in writing to authorize the withdrawal.
2. The student is expected to have an exit interview with an assistant principal or counselor and then pick up a withdrawal form from the registrar. Teachers will indicate the student's grades at the time of transfer, while the librarians and bookkeeper will confirm any outstanding debts.
3. Refunds of student body fees are prorated according to a schedule, and refunds are made by mail to the students' parents.

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

SELLING/ADVERTISING/POSTERS

Students and community members are not to sell, distribute, or advertise any items or services on campus unless they have the approval of the school administration.

SOCIAL SECURITY DISCLOSURE STATEMENT

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

OAR 581-021-0250 (1)(j) authorizes school districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The District and Oregon Department of Education may also match the SSN with records from

other agencies as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

STUDENT RECORDS LAW

By Oregon law a student's parent or an eligible student has the right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- Pursuant to OAR 581-021-410, file with the United States Department of Education a complaint under CFR 99.64 concerning alleged failures by the District to comply with the requirements of federal law; and
- Obtain a copy of the District policy with regards to student education records (Policy JO/JOA/JOB). Copies of policy are available from the building principal or from the District Administration Center.

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

TESTING INFORMATION

SAT I, SAT II, ACT, PSAT

College bound seniors will be required to take the SAT I (Scholastic Aptitude Test) or, in some cases the ACT (American College Test), in order to meet college entrance requirements. Some schools also require SAT II (Achievement tests). Students must check college catalogs or with their counselor for specific requirements. The SAT I and SAT II are offered in our District on some dates and at neighboring schools on other dates. Check in the counseling center for details. The SAT I carries a test fee. Tests are offered in 2010-11 on the following dates:

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

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

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

PSAT: On Wednesday, October 13, all sophomores and interested juniors will take the PSAT (Preliminary Scholastic Aptitude Test) that will be administered at their home school. The advantages of this test include being able to predict SAT scores and to help in career counseling. It is also the only route of entry to the annual scholarship competitions administered by National Merit Scholarship Corporation.

Diagnostic Testing: A wide range of assessment techniques is available to help provide

information to students and teachers about basic skill proficiency, reading problems, learning styles, and hearing and vision problems.

1. Small group instruction for IEP students.
2. Tutorial help for IEP students having difficulties in basic subjects.
3. Mainstream teacher support in development of interventions to help students be successful. Monitoring and support for IEP students.

TRANSPORTATION

Students eligible for bus service will receive a card with schedules and timetables for bus runs in the mail prior to the opening of school. Questions and inquiries should then be directed to the District Transportation Center, 503-844-1123.

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

VOLUNTEER REQUIREMENTS/PROCEDURES

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

There are three basic steps to becoming a volunteer:

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

The level of background check depends on your volunteer level:

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

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

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

Standards of Student Conduct 2010-2011

Hillsboro School District



Mike Scott
Superintendent

Gustavo Balderas
Assistant Superintendent

Lu Biado
Assistant Superintendent

District Administration: 503-844-1500

Board of Directors

Adriana Cañas

Rebecca Lantz

Patti McLeod

Hugh O'Donnell

Carolyn Ortman

John Peterson

Janeen Sollman



Statement of Nondiscrimination

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



Dear Students and Parents,

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

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

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

Sincerely,

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

Mike Scott
Superintendent

SCHOOLS AND ADMINISTRATORS 2010-11

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

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MISSION STATEMENT

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

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

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

CHARACTER AND SCHOOL SUCCESS

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

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

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

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

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

BELIEF STATEMENT

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

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

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

PHILOSOPHY OF DISCIPLINE

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

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

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

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

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

RESPONSIBILITIES OF STUDENTS, PARENTS, AND SCHOOLS

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

RESPONSIBILITIES OF STUDENTS

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

RESPONSIBILITIES OF PARENTS

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

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

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

RESPONSIBILITIES OF SCHOOLS

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

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

FREEDOM OF EXPRESSION

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

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

REGULATIONS

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

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

Refer to Policy IB-AR

FREEDOM OF ASSEMBLY

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

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

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

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

government or its agents, or employees;

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

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

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

OCR COMPLIANCE OFFICER

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

TITLE IX COMPLIANCE OFFICER

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

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

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

STUDENT CONDUCT & DISCIPLINE

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

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

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

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

Refer to OAR 581-21-0050-0075

DISCIPLINE

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

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

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

GROUP A

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

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

PENALTY FOR GROUP A OFFENSES

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

GROUP B

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

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

PENALTY FOR GROUP B OFFENSES

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

SUSPENSION

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

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

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

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

SUSPENSION PROCEDURES

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

EXPULSION

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

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

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

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

hearing officer, which may be appealed to the Board.

EXPULSION PROCEDURES

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

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

DAMAGE TO SCHOOL PROPERTY

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

Refer to ORS 339.260

COMPULSORY ATTENDANCE

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

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

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

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

EXEMPTIONS FROM COMPULSORY SCHOOL ATTENDANCE

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

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

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

ATTENDANCE

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

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

EXCUSED ABSENCES (POLICY JED)

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

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

Criteria for excused absences may include:

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

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

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

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

UNEXCUSED STUDENT ABSENCES AND TRUANCY (POLICY JEDA)

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

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

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

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

MAKE-UP WORK

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

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

IRREGULAR/EXCESSIVE ABSENCES

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

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

PARENTAL AUTHORITY

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

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

**ATHLETIC/ACTIVITY
ACADEMIC STANDARDS**

The District recognizes athletic/ activity participation is an integral part of the educational process. Experience has shown that such participation promotes and supports the academic mission of schools, as well as contributing to students' social and personal development. Students who represent their schools should set high expectations for themselves in all areas of school life, but particularly in the classroom.

DEFINITIONS

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

The goals of academic standards for participation are:

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

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

1. Meet the OSAA standards of:
Athletics, Cheerleading, Dance and Drill Teams, Music, and Speech
 - 1.1 Meet the OSAA requirements of (1) having passed five subjects the previous semester or four subjects the previous trimester, and (2) be enrolled and doing passing work in at least five subjects the current semester or at least four subjects in the current trimester, and;
 - 1.2 Pass all subjects or receive a 2.0 GPA on the previous grading period. Summer school grades may be added to the previous semester/trimester.
2. Meet the Hillsboro School District standard of:
 - 2.1 Passing all subjects or receive a 2.0 GPA on the previous grading period.

Commencing with the 2008-09 school year, incoming ninth grade students must also meet Hillsboro School District academic standards for eligibility for OSAA sponsored programs. Final grades posted from the student's eighth grade spring semester/trimester will be used to determine eligibility for the fall season. Summer school grades may be added for eligibility qualification.

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

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

Each athletic director shall be expected to:

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

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

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

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

**ATHLETIC/ACTIVITY
BEHAVIORAL STANDARDS**

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

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

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

ATHLETIC/ACTIVITY BEHAVIORAL STANDARDS:

In the Competition Arena, the student:

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

At school and in the community, the student:

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

In the classroom, the student:

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

On school sponsored trips, the student:

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

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

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

SUBSTANCE ABUSE – DEFINITIONS AND STANDARDS

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

PENALTIES

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

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

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

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

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

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

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

BUS CONDUCT

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

RULES

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

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

PENALTIES

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

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

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

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

RULES GOVERNING PUPILS RIDING SCHOOL BUSES

Oregon Administrative Regulation 581-53-0010

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

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

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

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

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

BOMB THREATS

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

CHEATING

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

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

Cheating includes all acts of academic dishonesty, such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials, including telecommunication devices and cameras during a test, using a project or paper in a second class without teacher permission, using the ideas or writing of another as your own (plagiarism) including materials retrieved electronically (articles, papers, projects, encyclopedia sources, magazine/newspaper articles, and other similar materials).

CONTROLLED SUBSTANCES (DRUGS) INCLUDING ALCOHOL

USE OR POSSESSION

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

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

PENALTIES – FIRST OFFENSE

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

PENALTIES – SECOND OFFENSE

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

SALE OR DISTRIBUTION

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

PENALTY FOR SALE OR DISTRIBUTION

Immediate suspension and recommendation for expulsion from school.

DRESS AND GROOMING

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

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

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

1. The following general guidelines are designed broadly enough to allow individual expression.

1.1 Shoes must be worn at all times.

1.2 An adequate coverage of the body is required. Halter tops, tank tops, muscle shirts, midriff, or otherwise revealing tops, exposed underwear, and very short skirts are inappropriate.

1.3 Exceptions to 1.1 and 1.2 above may be allowed in the P.E. areas only.

1.4 Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, or promote behavior violating school conduct standards is not permitted. Youth gang-related symbols, colors, or insignias are not allowed. Clothing decorated or marked with illustrations, words, or phrases that are disruptive or potentially disruptive, and/or that promote superiority of one group over another is not permitted.

1.5 Shorts are allowed as school attire provided that they are loose fitting and mid-thigh length for classroom wear. Cut-offs and bathing suits are not allowed.

1.6 Schools may require that students leave clothing in their locker if that clothing could be worn to Conceal weapons or to intimidate others.

1.7 Clothing that could be harmful to self or others (e.g. studded collars or chains) is not permitted.

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

2. Certain clothing, personal property, and other adornments worn for the purpose of identifying youth gang membership or youth gang support clearly interfere with the learning process and school climate. Examples include, but are not limited to:

2.1 Clothing with gang stylized writing/script listing nicknames and other wording.

2.2 Clothing displaying drug symbols or paraphernalia.

2.3 All adornments such as necklaces or buttons that are drug or gang related.

2.4 Clothing decorated with gang associated numbers 12, 13, 14, 18, or the same numbers in reverse order.

2.5 Dress in a single solid color.

2.6 Certain head gear (e.g. hairnets, wraps, bandanas, hanging belts, and gloves worn indoors.)

2.7 Gang associated tattoos.

2.8 Clothing, patches, or adornments that promote hate or hate violence (e.g. Nazi symbols or Confederate flags.)

2.9 Oversized clothing that could be worn for the purpose of concealing contraband or weapons.

3.0 Groups of students dressing in similar colors or style not sanctioned or endorsed by the school.

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

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

Refer to Policy JFCEA-AR

**DRESS AND GROOMING
FOR OPTIONAL ACTIVITIES**

It is the intent of the Board to give every encouragement to advisors of District activities to establish high expectations, particularly in

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

Refer to Policy JFCA

**ELECTRONIC/SOUND
COMMUNICATION DEVICES**

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

HARASSMENT

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

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

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

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

Refer to Form JBA-AR (Appendix A)

HAZING

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

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

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

are subject to sanctions under the Standards of Student Conduct.

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

Refer to Policy JFCF-AR

SEARCH AND SEIZURE

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

DEFINITIONS

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

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

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

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

VOLUNTARY CONSENT

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

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

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

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

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

ROUTINE INSPECTION OF DISTRICT PROPERTY ASSIGNED TO STUDENTS

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

activity programs only. No other purpose is permitted.

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

EMERGENCY/DANGEROUS CIRCUMSTANCES

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

OTHER SEARCHES

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

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

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

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

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

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

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

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

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

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

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

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

DISCIPLINE

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

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

NOTICE

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

Refer to Policy JFG

SECRET SOCIETIES/GANGS

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

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

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

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

PENALTIES

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

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

TOBACCO

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

PENALTIES

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

**VEHICLES
MOTORIZED AND NON-MOTORIZED**

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

MOTORIZED VEHICLES

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

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

NON-MOTORIZED VEHICLES

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

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

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

**WEAPONS
Policy JFCJ**

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

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

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

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

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

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

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

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

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

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

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

PENALTIES

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

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

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

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

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

SAFETY ASSESSMENT

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

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

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

THREATS OF VIOLENCE Policy JFCM

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

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

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

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

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

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

The school principal shall ensure notification is provided to:

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

CORPORAL PUNISHMENT

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

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

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

Refer to Policy JGA

COMPLAINT PROCEDURE

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

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

Refer to Form KLD-AR (Appendix B)

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



Name of complainant: _____

Grade of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Names of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

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



Name of complainant: _____

Address: _____

Phone: _____

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

Nature of Complaint: _____

What steps have you taken to resolve the issue? _____

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

Date: _____ Signature: _____

NOTES

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Standards of Student Conduct 2010-11



HILLSBORO
SCHOOL
• DISTRICT 1J •

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

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

Your comments are invited.

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