



# Hillsboro School District

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District Information/Policies



## 2024-2025 Elementary Parent/Student Handbook

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## **Statement of Non-Discrimination**

It is the policy of Hillsboro School District that no person be subjected to discrimination on any basis protected by law including, but not limited to: An individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status. 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.

## **Statement of Parental Rights**

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



## Superintendent's Welcome

Summer 2024

Dear Families,

It is a pleasure to welcome you to the 2024-25 school year. The start of a new school year is always filled with energy and optimism, and we are excited to partner with you to provide a rich and rewarding experience for all students.

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

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

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

Respectfully,

A handwritten signature in black ink, appearing to be 'TR' followed by a stylized flourish.

Travis Reiman, Superintendent

## Elementary Schools and Principals

<b>SCHOOL:</b>	<b>ADDRESS:</b>	<b>PHONE:</b>	<b>PRINCIPAL:</b>
<b>Atfalati Ridge</b>	291741 NW King St North Plains, OR 97133	503-844-1240	Dani Johnson
<b>Brookwood</b>	3960 SE Cedar St Hillsboro, OR 97123	503-844-1715	Emily Caldwell
<b>Butternut Creek</b>	20395 SW Florence St Aloha, OR 97078	503-844-1390	Amanda Bethune
<b>Eastwood</b>	2100 NE Lincoln St Hillsboro, OR 97124	503-844-1725	José Barraza
<b>Farmington View</b>	8300 SW Hillsboro Hwy Hillsboro, OR 97123	503-844-1735	Natasha Echeverria
<b>Free Orchards</b>	2499 S Beech Cornelius, OR 97113	503-844-1140	Gabriela Villamagua
<b>Groner</b>	23405 SW Scholls Ferry Rd Hillsboro, OR 97123	503-844-1600	Teresa Vázquez
<b>Hillsboro Online Academy</b>	452 NE Third Avenue Hillsboro, OR 97124	503-844-1050	Amy Torres
<b>Imlay</b>	5900 SE Lois St Hillsboro, OR 97123	503-844-1090	Mykle Rojas
<b>Indian Hills</b>	21260 SW Rock Rd Aloha, OR 97003	503-844-1350	Katie Thomas
<b>Jackson</b>	675 NE Estate Dr Hillsboro, OR 97124	503-844-1670	Cherylen Marshall
<b>Ladd Acres</b>	2425 SW Cornelius Pass Rd Hillsboro, OR 97123	503-844-1300	Jennifer Robbins
<b>Lenox</b>	21200 NW Rock Creek Blvd Portland, OR 97229	503-844-1360	Sarah Keller
<b>Lincoln Street</b>	801 NE Lincoln St Hillsboro, OR 97124	503-844-1160	Carmen Brodniak
<b>W. Verne McKinney</b>	535 NW Darnielle St Hillsboro, OR 97124	503-844-1660	Tristin Burnett
<b>Minter Bridge</b>	1750 SE Jacquelin Dr Hillsboro, OR 97123	503-844-1650	Jaycee Zaugg
<b>Mooberry</b>	1230 NE 10th Ave Hillsboro, OR 97124	503-844-1640	Pete Muilenburg
<b>North Plains</b>	32030 NW North Ave North Plains, OR 97133	503-844-1630	Kellie Petrick
<b>Orenco</b>	22550 NW Birch St Hillsboro, OR 97124	503-844-1370	Allison Combs
<b>Paul L. Patterson</b>	261 NE Lenox St Hillsboro, OR 97124	503-844-1380	Jamie Lentz
<b>Quatama</b>	6905 NE Campus Way Hillsboro, OR 97124	503-844-1180	Kathleen Coolman
<b>Reedville</b>	2695 SW 209th Ave Aloha, OR 97003	503-844-1570	Haley Christensen
<b>Rosedale</b>	3901 SW 229 Ave Hillsboro, OR 97007	503-844-1200	Erika Pierce
<b>Tamarack</b>	7201 SE Kinnaman Rd Hillsboro, OR 97123	503-844-1610	Christy Walters
<b>L. C. Tobias</b>	1065 SW 206th Ave Aloha, OR 97003	503-844-1310	Genevieve Muramatsu
<b>W. L. Henry</b>	1060 SE 24th Ave Hillsboro, OR 97123	503-844-1690	Lisa Aguilar
<b>West Union</b>	23870 NW West Union Rd Hillsboro, OR 97124	503-844-1620	Juliet Hong
<b>Witch Hazel</b>	4950 SE Davis Rd Hillsboro, OR 97123	503-844-1610	Deborah Alvarado

### Academic Seminar

Staff members at each elementary school participate in Academic Seminar, a 30-minute early release each Wednesday. Academic Seminar does not change school starting times. This time is dedicated to staff training in effective instructional strategies to improve student achievement.

### Accident and Illness

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

Children receive basic first aid in the health room as needed. Should a child become ill or receive a head bump, we will contact the parent. In the case of illness, we will ask that the child be taken home. We follow the Washington County Health Department recommendations for exclusion from school for illness. If head lice are suspected, a confidential head lice check of your child may occur. If you have questions or concerns about care given in the health room, please contact your building's nurse.

Please contact your school office if you have concerns regarding emergency health care for asthma, allergies, insect stings, hypoglycemia, or other conditions. Standard emergency care procedures are posted in each school health room.

### After-School Programs

The City of Hillsboro and the Hillsboro School district have partnered to host grant funded after-school programs at ten of our schools. All other schools have after-school programs through partnerships with YMCA, Champions, AlphaBest and Vermont Hills. Information about these programs can be found on our website under the program directory.

### Attendance

Research has shown that attendance is important for the academic success of students in school. Students with irregular attendance and excessive absences and tardies are more likely to perform poorly and drop out of school. HSD defines excessive absence and or tardies at 10 or more days for the year. We recognize there are rare instances of family emergencies and extended illness. We discourage parents sending students to school who are sick. However, we do ask parents to allow only illness to keep their students from attending school and to schedule appointments and vacations, if possible, during non-school hours. See the District Standard of Student Conduct handbook for specific criteria for excusing students for absences and other attendance policies.

### Cell Phones/Electronic Devices

Electronic devices are prohibited during academic school hours. These items include but are not limited to cell phones, speakers and all other communication or auditory devices. **Social media/picture access is not permitted.** Cell phones and headphones/earbuds should be off and away out of sight during the academic school day. Students are strongly advised to leave electronic sound and communication devices at home. 1<sup>st</sup> Offense: Student will be directed to take their phone to the office and can pick it up at the end of the day. 2<sup>nd</sup> Offense: Parent pick up of the phone will be required. The school is not responsible for the loss or theft of any electronic equipment.

Use of communication devices outside of school for disruptive or illicit purposes that impacts our school learning environment is not permitted and disciplinary action may be taken. Use of cameras or cell phones with cameras is forbidden in restrooms and should not be used on campus.

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

### Child Abuse

According to Oregon state law, any public or private official who has reasonable cause or reasonable suspicion to believe that any child has suffered abuse or neglect as defined in state law, or that any adult has abused a child, will immediately notify Oregon Department of Human Services (DHS) or the local law enforcement agency.

Hillsboro School District adheres strictly to this legal requirement. A specific procedure is followed by District personnel to contact the Department of Human Services (DHS) to report suspected child abuse.

### Class Parties

Classroom teachers may schedule one or more parties during the school year and only commercially made and packaged foods may be served. In line with our nutrition policy, we ask any food snacks shared be nutritious and low in sugar. More appropriate treats for school include stickers, pencils, and presentations.

Parent volunteers play a key role in these parties by assisting the teachers. Alternative activities will be provided for students who do not wish to participate in class parties. Contact your child's teacher if you wish your child to be excused from parties.

Please note that invitations to home parties should not be distributed during the school day.

### Community Use of Schools

Schools are available for use by the public during non-school hours. All requests to use school facilities must be submitted through Facilitron and be approved in advance of the activity. Contact your school for additional information and procedures for requesting facility use.

### Complaints About School Personnel

Please refer to the complaint procedure in the Standards of Student Conduct handbook.

### Early Entry

Oregon requires that a child be five years old on or before September 1 to register for kindergarten or six years old on or before September 1 to register for first grade in public school. Hillsboro School District Policy JEBA permits application for early entry for a student whose birthday is after September 1, but not later than September 30. The process includes assessment of student readiness, academic achievement, motor skills, and social behavior skills. A fee is charged for these assessments. Application for early entry into kindergarten or first grade must be received **by May 1**. Packets for early entry may be obtained in the school office. Guidelines for early entry are on the district website at [www.hsd.k12.or.us](http://www.hsd.k12.or.us). Please contact your school principal for additional information.

## Field Trips

Occasionally teachers plan learning experiences that take place outside of the classroom. Specific objectives are formulated for these field trips and follow-up activities take place when they return. Parents are notified in advance of the date, time, destination, and costs of all field trips. A donation may be requested, but no child will be excluded due to an inability to pay.

Volunteer parents often assist teachers on field trips. Volunteers must complete our background check **prior to the trip**. If you would like to apply to be a volunteer, please visit our website at <https://www.hsd.k12.or.us/domain/62>. Because transportation of students is by school bus and preschool age siblings may not travel on the bus, parent volunteers must transport preschoolers by private vehicle. Permission slips for field trips will be sent home for events held off school district property.

## Homework

Homework is given to students to aid in their intellectual development and to develop independent study habits. Students who do not complete assignments at school may have to complete them at home. If possible, assignments before school vacations and weekends will be avoided.

### Reasons for Homework

- To complete work started in class.
- To expand or enrich regular class work.
- To build interest in reading and learning.
- To make up work missed due to absence.
- To encourage parental awareness of student learning.
- To provide an opportunity to pursue special interest or ability areas.
- To increase learning time.
- To establish independent study skills.

Homework amounts may vary from day to day depending on each student's courses, abilities, and grade level. The following time chart is a suggested guide for most students:

Monday-Thursday:

- Kinder            10-15 minutes each day
- 1-2-3            15-30 minutes each day
- 4-5-6            30-45 minutes each day

If your child's homework load exceeds the guidelines, or you have concerns about the quantity, contact your child's teacher.

### Guidelines for Parents

- Support your child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.
- Help your student set a regular schedule for study.
- Take an active interest in what your student is doing in school. Ask for an explanation of an assignment and what is being learned. Compliment good work or improvement. Make constructive suggestions but avoid severe criticism and undue pressure.
- Encourage your student to seek additional help from his or her teacher at school if there seems to be difficulty with the work.
- Consult your child's teacher as soon as problems arise.



### Suggestions for Students

It is important to develop good study habits at school and at home.

- Be sure you understand the assignments and ask your teacher if you need help.
- Set aside a regular time and place to do homework.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

### **Labeling Belongings**

Please help your child be responsible for his/her own belongings by labeling coats, hats, gloves, tennis shoes, gym clothes, and other personal items. Bike locks should be used to secure bicycles in bike racks.

### **Library**

The school library is a welcoming place where everyone belongs. Students have designated time to visit the library during specials and are given time to browse and check out books for three weeks at a time. Students may place holds using the Destiny catalog and may renew a book if no other student is in line for the title. We do not charge overdue fines for late returns. If a student loses a book, they may replace it with the same title, or pay for the replacement cost.

### **Lost Child**

If it has been determined the district has a missing student, transportation may be contacted to help provide information. Requested information is only to be provided to law enforcement, District Administrators, and the student's parent or legal guardian. If a parent cannot be reached, emergency contacts provided to the school may be contacted. After school office hours contact the Hillsboro Police Department. If the student is transported by bus, Hillsboro School District Dispatch is available until 6:00 p.m. at 503-844.1123.

### **Personal Items**

Toys, electronic devices, trading cards, or other similar personal items are best left at home, unless they are being used as part of an approved school or classroom activity. All electronic sound or communication devices such as pagers, cell phones, and games may be brought to school but cannot be used during the school day unless they are given permission to do so by a staff member. **The school does not take responsibility for electronic devices that are damaged or stolen.** We strongly encourage parents and students to make sure these items are not at school.

### **Pets and animals**

Pets are not to be brought to school unless a principal grants prior permission. For class activities such as "Show and Tell" parents may bring pets in an appropriate container and take them home after the activity is completed. Pets may not be transported on the school bus. Animals loose on the school grounds are referred to the local animal control service.

### **Procedure for Picking up Your Child at School**

If parents need to pick up their student from school before dismissal time, they should send a written note to school in advance if possible. The student should give the note to the main office staff who will copy the note for the classroom teacher (and bus driver if necessary). Parents are to pick up and sign out their child from the school office. Adults must be prepared to show identification when signing out a student. We request parents not call to change pick up or after school plans for their children except in emergency situations. Students wishing to go home with a friend must have written parental permission. If a parent has an emergency and needs to pick up his/her child early, the parent should phone the main office if possible or come into the office in person to sign out the student. Students are never to leave the school grounds during school hours except by permission through the school office.

### **Release Time for Religious Instruction**

Parents may apply to have their student excused from school for religious instruction as provided by law. Elementary students may be excused for up to two hours of religious instruction per school week. Any tests and assignments a student misses because of religious instruction will be given to the student at another time. Any student unable to attend classes on a particular day due to religious beliefs shall be excused from school and classroom requirements for that day.

### **Report Cards**

Our elementary schools operate on a quarter calendar, which provides parents and students with two progress reports each year. The school calendar includes parent-teacher conferences in November and typically a spring learning celebration. Parents may contact their child's teacher if they have questions regarding their child's progress throughout the year.

### **School Bulletin/Newsletter**

Each school will communicate information to their parents and community through a variety of ways including newsletters, web page, District "Hot News", Remind app, e-mail, social media, Flash Alert, articles in the local paper and direct calls and letters. Some communication, however, comes home with your child so please check their backpack daily. Please speak with the principal if you have concerns or questions about communication.

### **Special Education**

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

### **Student Insurance**

Limited coverage student accident insurance is available to all students for a fee. A brochure and application for this private insurance is sent home with students at the beginning of the school year. Additional forms are also available at the school office.

## Student Placement

The school principal is responsible for the following:

- Assigning teachers to classes
- Assigning students to classes/teachers
- Selecting students for optional programs
- Adhering to Oregon laws to develop guidelines for the selection of students.

Parents have the right to provide input about the unique needs of their child.

## Student Records

### Right to Review Student Records

In accordance with state law, parents have the right to:

1. Inspect and review their student's education records.
2. 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.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.
4. 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
5. 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.

### Access to Records

Parents have a full opportunity to inspect and review records unless, in the event of divorce, the custodial parent provides the school with a certified copy of the most-recent court order denying access to school records by the non-custodial parent. The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records but require that a log be maintained indicating specifically the legitimate educational or other interest that the person, agency, or organization has in seeking this information. This log is to become a permanent part of the record only for inspection by the parents and the school official who is responsible for the custody of such records.

### Correction of Student Records

A parent may seek to correct parts of the student's records, which they believe to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student by contacting the school. If the principal does not concur with the parent, the parent may request a hearing with a representative from the Office for School Performance to present evidence for a record change.

### Type and Location of Student Records

Parents may obtain information regarding the type of records the district has for their student (i.e., educational, health) and the individuals who have access to these records by requesting such information from the keeper of records in each school.

### Copies of Student Records

Parents may obtain a copy of educational records at a cost of 25 cents per page. Educational records shall be released to parents only in the presence of a person qualified to interpret the records.

## 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. Such supervision does **not** include early morning or the time following usual student departure unless the students are present for a scheduled activity. Individual schools will inform parents in the fall of supervision hours.

Please review with your child the danger of speaking with strangers, accepting gifts from people they do not know, or getting into a car with a stranger. These concepts are regularly reviewed at school and your reinforcement at home will stress their importance. Immediately contact your child's principal and/or the police should your child report any unusual or suspicious occurrence while going to or returning from school.

## Talented and Gifted Program

Identification procedures for intellectually gifted and academically talented (TAG) students are fully implemented, and programs/services are available for the district-identified TAG students in Kindergarten through Grade 12. Students are identified as TAG through the collection and use multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to decide about the identification and eligibility of the students for talented and gifted services, supports, and/or programs; with no single test or piece of evidence eliminating a student from eligibility. The district has a written plan for TAG programs and services in accordance with OAR 581.22.2325. Questions about the TAG program, including the identification process, definitions, the District's TAG Programs and Services Plan, state requirements, and parental rights, may be directed to the child's classroom teacher, the school TAG liaison, the school principal, and/or the District's TAG Director. The address of the District's TAG website is <https://www.hsd.k12.or.us/tag>.

## Telephone Use

The school telephone is restricted to emergency use, school business, and calls from parents. Students who need to use the office telephone during the school day must have a telephone pass from their classroom teacher.

## Visiting Our Schools

Parents are welcome in all our schools and are encouraged to assist in their child's educational experience. Arrangements for visits will be made with teachers in advance so that teachers can plan for their visit. *All visitors must check in at the school office when entering the building, pick up a nametag, and sign in so we are aware of who is in the building.* Parents and adults who plan to volunteer in the school must complete the volunteer background check and fingerprint background clearance prior to their volunteer experience. We request that visitors not talk with children or teachers during instructional time. If necessary, your child may be called to the school office to confer with you. Children not enrolled in our schools may not visit friends or relatives in our classrooms. If there are court-ordered restrictions on student contact with a non-custodial parent, custodial parents are responsible for providing the school office with copies of the current court documents. As the principal is responsible for maintaining a safe and optimal learning environment, they have the right to make decisions regarding time and location of visitors and volunteers.



**HILLSBORO** SCHOOL DISTRICT  
**Information and Policies**

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## Superintendent's Welcome

Summer 2024

Dear Families,

It is a pleasure to welcome you to the 2024-25 school year. The start of a new school year is always filled with energy and optimism, and we are excited to partner with you to provide a rich and rewarding experience for all students.

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

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

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

Respectfully,

A handwritten signature in black ink, appearing to be "TR" followed by a stylized flourish.

Travis Reiman  
Superintendent

## Hillsboro Schools Directory

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

### Office for School Performance

Audrea Neville, Assistant Superintendent  
*School Performance*  
Brooke Nova, Assistant Superintendent  
*Academic Services*  
Jordan Beveridge, Information & Technology Officer  
*Technology Services*  
Francesca Sinapi, Equity, Access & Engagement Officer  
Olga Acuña, Executive Director *Federal Programs*

David Nieslanik, Executive Director  
*High School Education*  
Lindsay Garcia, Executive Director  
*Elementary-Middle Education*  
Berta Lule, Executive Director  
*Elementary Education*  
Elaine Fox, Executive Director  
*Student Services*

<p style="text-align: center;"><b><u>Brown / Century</u></b></p> <p>R. A. Brown Middle School <i>Andrew Bekken, Principal 503-844-1070</i></p> <p>Century High School <i>Julie Kasper, Principal 503-844-1800</i></p> <p>Butternut Creek Elementary <i>Amanda Bethune, Principal 503-844-1390</i></p> <p>Imlay Elementary <i>Mykle Rojas, Principal 503-844-1090</i></p> <p>Indian Hills Elementary <i>Katie Thomas, Principal 503-844-1350</i></p> <p>Ladd Acres Elementary <i>Jennifer Robbins, Principal 503-844-1300</i></p> <p>Reedville Elementary <i>Berta Lule, Principal 503-844-1570</i></p> <p>Tobias Elementary <i>Genevieve Muramatsuo, Principal 503-844-1310</i></p>	<p style="text-align: center;"><b><u>South Meadows / Hilhi</u></b></p> <p>South Meadows Middle School <i>Chris Benz, Principal 503-844-1980</i></p> <p>Hillsboro High School <i>Cary Meier, Principal 503-844-1980</i></p> <p>Brookwood Elementary <i>Emily Caldwell, Principal 503-844-1715</i></p> <p>Farmington View Elementary <i>Natasha Echeverria, Principal 503-844-1735</i></p> <p>Groner Elementary <i>Teresa Vázquez, Principal 503-844-1600</i></p> <p>Minter Bridge Elementary <i>Jaycee Zaugg, Principal 503-844-1650</i></p> <p>Rosedale Elementary <i>Erika Pierce, Principal 503-844-1200</i></p> <p>Tamarack Elementary <i>Christy Walters, Principal 503-844-1610</i></p> <p>W. L. Henry Elementary <i>Lisa Aguilar, Principal 503-844-1690</i></p> <p>Witch Hazel Elementary <i>Debbie Alvarado, Principal 503-844-1610</i></p>
<p style="text-align: center;"><b><u>Evergreen / Glencoe</u></b></p> <p>Evergreen Middle School <i>Kevin Hertel, Principal 503-844-1400</i></p> <p>Glencoe High School <i>Claudia Ruf, Principal 503-844-1900</i></p> <p>Atfalati Ridge Elementary <i>Dani Johnson, Principal 503-844-1500</i></p> <p>Free Orchards Elementary <i>Karen Murphy, Principal 503-844-1140</i></p> <p>Jackson Elementary <i>Cherylen Marshall, Principal 503-844-1670</i></p> <p>Lincoln Street Elementary <i>Carmen Brodniak, Principal 503-844-1160</i></p> <p>North Plains Elementary <i>Kellie Petrick, Principal 503-844-1630</i></p> <p>Paul L. Patterson Elementary <i>Jamie Lentz, Principal 503-844-1380</i></p> <p>W.V. McKinney Elementary <i>Tristin Burnett, Principal 503-844-1660</i></p>	<p style="text-align: center;"><b><u>Poynter / Liberty</u></b></p> <p>J. W. Poynter Middle School <i>Jeremy Corwin, Principal 503-844-1580</i></p> <p>Liberty High School <i>Dennis Joule, Principal 503-844-1250</i></p> <p>Eastwood Elementary <i>Jose Barraza, Principal 503-844-1725</i></p> <p>Lenox Elementary <i>Sarah Keller, Principal 503-844-1360</i></p> <p>Mooberry Elementary <i>Pete Muilenburg, Principal 503-844-1640</i></p> <p>Orenco Elementary <i>Allison Combs, Principal 503-844-1370</i></p> <p>Quatama Elementary <i>Kathleen Coolman, Principal 503-844-1180</i></p> <p>West Union Elementary <i>Juliet Hong, Principal 503-844-1620</i></p>
<p>Oak Street Campus <i>Amy Torres, Principal 503-844-1240</i></p>	<p>Hillsboro Online Academy <i>Shannon Freudenthal, Administrator 503-844-1050</i></p>



## Alternative Pathways and Supports

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

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

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

## Athletics and Activities Standards

### ***Athletics and Activities Eligibility Requirements***

Participation in athletics/activities is available to any student. The following regulations govern athletic/activity eligibility.

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

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

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

<b>District Office</b>	Rian Petrick	503-844-1433	<b>Hilhi</b>	John Matsuo	503-844-1980
<b>Century</b>	Michelle Gray	503-844-1800	<b>Liberty</b>	Alan Foster	503-844-1250
<b>Glencoe</b>	Andy Ackerman	503-844-1900			

### **Academic and Attendance Standards**

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

1. Meet the OSAA requirements of (1) having passed five subjects (2.5 credits) the previous semester (2) be enrolled and doing passing work in at least five subjects (2.5 credits) the current semester; and (3) must be making **satisfactory** progress towards earning a diploma as outlined in OSAA rule 8.1.2; and
2. HSD Attendance Requirements

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

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

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

### **Closed Campus**

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

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

### **Diploma Requirements**

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

### HIGH SCHOOL DIPLOMA REQUIREMENTS

Hillsboro School District diplomas satisfy the Oregon State Board of Education's rigorous statewide graduation requirements for students. The chart below displays the **MINIMUM** course and credit requirements needed to graduate with the student's desired diploma (see note 1)

Subject Area/Required Elements	Chancellor's Diploma	Standard Diploma	Modified Diploma	Extended Diploma	NOTES:
English ( <b>LA</b> )	4 credits	4 credits	3 credits	2 credits	<p>1) It is the expectation of the State of Oregon and our district that students engage in a full and complete educational experience. New legislation has required our district to ensure most students are taking a full day of classes each day. Students should work with their counselor for work experience, internships, and other off campus experiences as applicable.</p> <p>2) Essential Skills mastery is typically obtained through satisfactory scores on the SBAC, ACT, PSAT, SAT or AP tests. Alternately, students may produce work samples to show mastery. More information about Essential Skills may be found at: <a href="http://bit.ly/2DFYHeR">bit.ly/2DFYHeR</a></p> <p>3) Students who receive two or more proficiency-based credits in world language with STAMP test scores meet this requirement.</p>
Mathematics ( <b>MA</b> )	4 credits (including Algebra 2 level or higher)	3 credits (Algebra 1 level or higher)	2 credits	2 credits	
Science ( <b>SC</b> )	3 credits	3 credits	2 credits	2 credits	
Social Science ( <b>SS</b> )	3 credits	3 credits	2 credits	3 credits (history, geography, economics or civics)	
Science/Social Science (additional)	1 credit				
Physical Education ( <b>PE</b> )	1 credit	1 credit	1 credit	1 credit	
Health ( <b>HE</b> )	1 credit	1 credit	1 credit	1 credit	
Career and College Development	0.5 credit	0.5 credit	2.5 credits		
Senior Project ( <b>SP</b> ) (page 14)	0.5 credit	0.5 credit	0.5 credit		
Applied Arts, Career Technical Education, or World Language ( <b>AA/CTE/WL</b> )	3 credits (including 2 credits of same world language)	3 credits	1 credit	1 credit (art or world language)	
Electives ( <b>EL</b> )	5 credits	5 credits	9 credits		
Proficiency in Essential Skills: reading, writing and mathematics (see note 2)	required	required	required (modifications allowed)	exempt	
<b>Chancellor's Diploma:</b> Academic credits are met through courses in	English, mathematics, science, social science, applied arts, career technical education, and world language				
Number of required academic credits	18 credits				
Minimum number of required academic credits in advanced-level coursework (designated as Advanced Placement, International Baccalaureate, dual credit courses)	4 credits				
Minimum grade in every required academic course	C (see note 3)				
Required cumulative, unweighted GPA in academic courses	3.0 GPA unweighted				
Required unweighted GPA in all coursework	3.0 GPA unweighted				
<b>TOTAL CREDITS REQUIRED</b>	<b>26</b>	<b>24</b>	<b>24</b>	<b>12</b>	

## ***Hillsboro School District High School Diploma Options***

### ***Graduation Honors***

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

### **Chancellor's Diploma**

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

### **Valedictorian**

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

### **Salutatorian**

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

### **Honors Graduate**

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

### **Alternative Certificate**

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

### **GED Certificate**

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

### **Diploma Notes**

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

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

- *Education Plan and Profile:* Students will develop an Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals.
- *Career-Related Learning Experiences:* Students will participate in activities that connect classroom learning with real-life experiences in the workplace community that are relevant to their education plan.
- *Extended Application:* Students will apply and extend their knowledge in new and complex situations related to their personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real-world contexts.

## Grading and Performance Reporting

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

The District will:

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

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

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

<b>Grading Scale</b>	
<b>A</b>	Work of such character as to merit special recognition.
<b>B</b>	Above-average performance.
<b>C</b>	Average work, meeting minimum requirements.
<b>D</b>	Work below-average that fulfills only the minimum expectations of the course.
<b>F</b>	Failing work which does not meet minimum requirements and demonstrates lack of competence.
<b>I</b>	INCOMPLETE – Used when teachers do not have sufficient evidence to determine a grade.
<b>N</b>	NO GRADE – For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.
<b>P</b>	PASSING – Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
<b>S/U</b>	SATISFACTORY/UNSATISFACTORY – Assigned for non-credit classes and credit recovery.
<b>WF</b>	WITHDRAWN FAILING – Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade, WF (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.
<b>WP</b>	WITHDRAWN PASSING – Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class, but is medically or unavoidably unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

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

## Emergency Closures & Inclement Weather

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

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

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

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

## Gifts

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

## Fees

It is the philosophy of the Hillsboro School District Board of Directors that no student is denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents/guardians indicate that the costs entailed would represent a financial hardship to the family.

All families will have access to a simple family income survey, in which they can self-report their household size and income to be considered for a partial or full reduction of certain fees. The family income survey is voluntary and can be completed during online annual verification of student information, or by filling out a paper form available from your school's front office.

### Middle School

Middle School Student Activity and Miscellaneous Fees 2024-25	
Description	Fee
<b>7<sup>th</sup> / 8<sup>th</sup> Grade:</b>	
Homework Planner (required for all students)	\$5
Replace ID Card	\$2
Yearbook	TBA
*Other Fees	

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

### High School Student Class and Miscellaneous Fees 2024-25

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

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

It is the philosophy of Hillsboro School District School Board of Directors that no student is denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose families indicate that the costs entailed would represent a financial hardship to the family. All families will have access to a simple family income survey, in which they can self-report their household size and income to be considered for a partial or full reduction of certain fees. The family income survey is voluntary and can be completed during online annual verification of student information, or by filling out a paper form available from your school's front office.

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

# Health and Safety

## Immunizations

Parents, don't let your child get left behind!  
School Year 2024-2025



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

A child 2-17 months entering <b>Child Care or Early Education</b> needs*	Check with your child's program or Healthcare provider for required vaccines
A child 18 month or older entering <b>Preschool, Child Care, or Headstart</b> 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 student entering <b>Kindergarten or Grades 1-6</b> needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <b>Grades 7-12</b> needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A

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

2/2024



## **Accident and Illness**

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

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

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

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

Students should be excluded from school participation if their illness prevents the student from participating in school activities; if the student requires more care than the school staff can provide; or if any of the symptoms listed on [Too Sick for School / ¿Esta muy enfermo para ir a la escuela?](#) are observed.

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

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

## **Health Management Plan**

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

## **Medications**

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

- Medications must be submitted in their original container, and must be transported to and from school by the parent/guardian. Medications cannot be transported to school on the bus.
  - ❖ Any refills must be submitted in their original container to the school by the parent. Pharmacies will provide an extra bottle for school use when requested.
- Prescription medications must have a label with the child's name, name of medication, route of administration, dose, amount to be given at school, frequency/time of administration, and healthcare providers name and expiration date.
- Medication Authorization form must be completed and signed by the parent/guardian (both for prescription and over-the-counter medication).

- Over-the-counter medications must be in their original container, with the student’s name on the container. A health care provider’s order is needed if the parent’s instructions for administration contradict the safe dosing on the container.
- All changes in instructions must be requested in writing.
- When the normal school schedule is changed (due to early release, late openings, etc.) and a student’s scheduled medication time does not fall during the school hours for that day, the school will not administer the student’s medication.
- Self-administration
  - ❖ General rules
    - If a parent/guardian wishes their student(s) to carry and self-administer a medication, they must bring the medication to school and fill out the required paperwork. Contact your child’s school for further information regarding student self-administration of medications at school.
    - Student will not share the medication with another person.
    - Student will self-administer this medication as prescribed.
    - Student will carry only the amount of medication needed for one school day.
    - Medication must be kept in its original container.
    - Permission to self-medicate may be revoked if the student violates the policy, and the student may be subject to discipline, up to and including expulsion, if the policy is violated.
    - School nurse consultation is required for requests that K-6 students carry any medications.
    - The School District requests that the parent provide a back-up for bronchodilator inhalers or epinephrine auto injector, to be kept in the office, when the student is carrying these medications.
    - If the student attends a before-or-after-school program at school and the office is closed, the back-up medication will be unavailable. It is recommended that the parent provide an additional back-up EpiPen or inhaler to the individual program.

## **Student Health and Wellness**

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

## **Emergency Drills**

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

- **Fire drill** – Staff and students exit the building to the primary or secondary evacuation location. Teachers take attendance and report to the assembly team.
- **Earthquake drill** – Staff and students perform “Drop, Cover, Hold On” until shaking stops. Once shaking stops, staff and students exit the building to the primary or secondary locations. Teachers take attendance and report to the assembly team.
- **Lockdown drill** – A lockdown drill is used when there is a potential threat suspected inside of the building, requiring that all rooms housing staff and students be secured from entry or exit.

Students and staff remain in locked classrooms or secured areas until an “all clear” is called. All exterior doors are secured.

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

### **Parent Reunification**

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

- Off-site Parent reunification video for parents and community members:
- [https://www.youtube.com/watch?v=-MxyH\\_pXPmA](https://www.youtube.com/watch?v=-MxyH_pXPmA) (English)
- [https://www.youtube.com/watch?v=ogUjLtTOK\\_4](https://www.youtube.com/watch?v=ogUjLtTOK_4) (Spanish)
- Although it will be your first instinct to go to your student’s school it is essential that parents/guardians **DO NOT** go to the school *unless directed to do so*. Parents/guardians will be notified where to pick up their student. The following means of communication may be used to notify parents/guardians about emergencies: District website, Flash Alert, automated call system, Facebook, Twitter, local radio and television stations.
- The reunification process can be a challenging and time-consuming process. We ask that parents and guardians be patient and understanding, knowing that the District is doing everything possible to reunite you with your student.
- **Parents/guardians will need to bring personal identification to assist the District in the reunification process.**

### **Lost and Found**

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

To enable parents, students, and staff to reclaim articles of clothing and other items lost or misplaced, each school will provide a designated “Lost and Found” location at their school. To the degree possible, school staff will display items at the designated location to facilitate identification of missing items by students, parents, and/or staff.

Parents will be reminded periodically via newsletters and school websites to check the lost and found for missing articles.

All lost and found items remain the sole property of the individual who lost them until the school deems the items as unclaimed. Under no circumstances will articles of clothing or other items be removed for private use or personal gain unless by the original owner.

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

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

## Meals

As of March 1, 2024, HSD is offering free meals to all students, regardless of income, thanks to a change in certification requirements for the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Program. This certification will remain in effect through at least the 2027-28 school year.

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

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

Families are still responsible to pay for meals received without payment prior to March 1, 2024. Please contact HSD's Nutrition Services department for more information or to arrange a repayment plan. Families that still have a balance in their student's account may request a refund, leave the funds for future milk-only or a la carte purchases, transfer the funds to another HSD student, or donate them to the Non Profit Food Services Account.

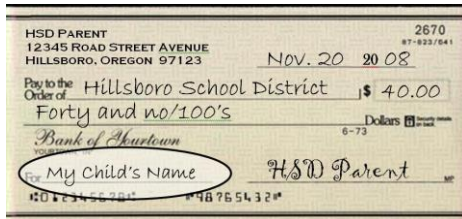
### Elementary Schools

The District uses an electronic meal and a la carte accounting system. Students access meal accounts using their student identification meal card or touch their picture on the cafeteria computer's touch screen. Parents wishing to visit their students at lunchtime are able to purchase meals at an adult rate, (\$3.75 – Breakfast; \$5.25 – Lunch) payment is taken at the point-of-service.

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

Here are a few tips:

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



Student balances and account activity may be requested from your school's cafeteria manager or may be viewed at [Linqconnect.com](http://Linqconnect.com).

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

### **Middle and High Schools**

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

### **Menu and Nutritional Facts**

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

## **Media Release – Directory Information**

Directory information is information about students that could include the following: student's name, address, phone number, photograph, participation in officially recognized activities and sports, weight and height (for members of athletic teams), diplomas, honors, or awards received, and/or the most recent school enrollment.

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

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

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

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

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

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

## **Military Request for Information**

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

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

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

## **Nondiscrimination (Title IX)**

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

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

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

### **Harassment**

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

The Title IX coordinator for the District is Saideh Haghighi Khochkhou. Complaints should be addressed to Ms. Haghighi Khochkhou at 4901 SE Witch Hazel Rd, Hillsboro, OR 97123, 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 parents have the opportunity to review curriculum material, surveys, or tools that may seek personal information about students. For more information, refer to the FERPA (Family Educational Rights and Privacy Act) amendment in the Standards of Student Conduct.

### **Health Curriculum Content**

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

### **Surveys and Research Projects**

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

## **Annual Student Survey**

The District administers a student survey annually. This survey is completed by students in selected grade levels between Grades 4 and 12. The survey gathers information on school safety and belonging, drugs and alcohol, and instruction-related issues. Results of the survey are used for school improvement planning, grant applications, and evaluation of progress toward goals. Parents may contact Becky KingSmith with any questions at 503-844-1500 or [kingsmir@hsd.k12.or.us](mailto:kingsmir@hsd.k12.or.us). For more information refer to the PPRA (Protection of Pupils Rights) amendment in the Standards of Student Conduct.

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

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

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

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

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

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

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

Full policy language for JFCEB: Personal Electronic Devices and Social Media – Students is available on our website at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

### **Legal Reference(s):**

[ORS332.107](#)

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

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

## **Student Device Use Guidelines**

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

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

### **General Guidelines**

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

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

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

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

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

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

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



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

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

**Residency and Student Transfer Requirements**

**Residency Requirements**

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

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

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

**Transfer Requests**

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

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

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

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

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

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

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

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

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

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

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

### **Transfer Policies**

[JECC: Assignment of Students to Schools](#)

[JECC-JC-AR: In-District Transfers](#)

[JECB: Admission of Nonresident Students](#)

[JECF: Inter-District Transfer of Resident Students](#)

For additional information on the District's transfer protocols and timelines, please visit the [Boundaries and Transfers](#) page of the website under the For Families drop-down menu.

### **Student Withdrawal from School**

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

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

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

### **Selling/Advertising/Posters**

Students and community members are not to sell, distribute, or advertise any items or services on campus unless they have the approval of the school administration. Information on the flyer approval process is available on the Community page of the District website at [www.hsd.k12.or.us/flyers](http://www.hsd.k12.or.us/flyers).

## **Social Security Disclosure Statement**

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

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

The District and Oregon Department of Education may also match the SSN with records from other agencies as follows:

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

Student SSNs will be used only for statistical purposes as listed above. State and federal laws protect the privacy of student records.

## **Student Records Law**

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

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- Pursuant to OAR 581-021-410, file with the United States Department of Education a complaint under CFR 99.64 concerning alleged failures by the District to comply with the requirements of federal law; and
- Obtain copies of the District policies that pertain to student education records:
  - [JO/IGBAB: Education Records/Records of Students with Disabilities](#)
  - [JO/IGBAB-AR: Education Records/Records of Students with Disabilities Management](#)
  - [JO/IGBAB-AR Appendix A: Student Record Retention Schedule](#)
  - [JO/IGBAB-AR Appendix C: Request for Student Records](#)

Copies of policies are available from the building principal, from the District Administration Center, or online at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

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

## **Sustainability**

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

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

## **Testing Information**

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

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

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

**SAT:** 2024-25 August 24, October 5, November 2, December 7, March 8, May 3, June 7. \**SAT Subject Tests are not given in September & April.* Please see your school's counselor for updated information. ***The cutoff SAT registration dates are approximately five weeks before each test.***

**ACT:** 2024-25 September 7, October 26, December 7, February 8, April 12, June 7, July 19. (The ACT will be offered free of charge to all juniors in the Hillsboro School District. Please work with the Counseling Office to access this opportunity.)

**PreACT:** HSD Determines the date. All Sophomores, 10<sup>th</sup> Grade students may take the PreACT at their home school Dec 10, 2024.

### **PSAT**

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a standardized test administered by the College Board and co-sponsored by the National Merit Scholarship Corporation. Upcoming dates: October 15, 2024.

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

## Transportation

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

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

## Volunteer Requirements/Procedures

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

### Volunteer Procedures:

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

1. Read the District's **Volunteer Handbook**.
2. Complete the **Volunteer Application**.
3. Begin the **Fingerprint Background Clearance Process**.
4. Check your **Volunteer Status**.
5. **Contact the school** that interests you directly, either by email or phone, to see what opportunities they have available. Your volunteer application must be fully approved in order to begin volunteering.

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

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

**Reminder: Sign in and out in the main office each time you volunteer, and wear your volunteer badge at all times.**