

# **CENTURY HIGH SCHOOL**

**2000 SW Century Blvd  
Hillsboro, OR 97123**

**Important Telephone Numbers:**

**Main Office: 503-844-1800**

**Attendance Office: 503-844-1821**

**Athletic Office: 503-844-1816**

**Counseling Office: 503-844-1814**

**Registrar: 503-844-1806**

**Bookkeeper: 503-844-1803**

**Transportation: 503-844-1123**



**2024-2025  
PARENT-STUDENT HANDBOOK**



## Contents

Welcome to Century High School!	3
Parent Involvement Opportunities	4
Academic Information	7
Attendance	11
Athletics and Activities	13
Building Access, Supervision, and Safety	15
Counseling Services	16
Partnering and Communicating Between School and Family	17
Student Information	19
Student Services	23
District Information/Policies	25

# Welcome to Century High School!

Dear Parents and Students:

It is with great pleasure that we take this opportunity to welcome you to Century High School. For many, it is a greeting extended to old friends; to others, it is an introduction and an invitation. To all, it constitutes a pledge of continued efforts to provide the best possible education for our young people. We look forward to a successful and rewarding 2024-2025 school year. Century High School can take pride in its highly qualified and dedicated staff. Our educators view education as a partnership between home and school. Our faculty and staff are committed to providing the best education possible in preparing our students for the 21<sup>st</sup> Century.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you all to become an active member of Century High School. We offer many outstanding programs that are great ways to get involved at Century High School. The key components to a student's success include a strong, challenging course of study and involvement in co- and extra-curricular activities. Students who get involved pave the way for meeting new people, making new friends, and learning important skills such as leadership, cooperation, and teamwork. Involvement can make the difference in your year and your life.

This handbook has been developed by our staff to help you learn as much as you can about our policies and procedures and the services we provide. It is a reference guide that we hope you find extremely useful throughout the entire school year. Take time to discuss the behavior and academic guidelines and requirements specified in this handbook. They are provided for your reference and are important to understanding general school expectations which we will all embrace this year.

We look forward to this school year (our 27th year) with great excitement and hope all of our students will have a rewarding and successful year. We trust that your experience with our school will enhance your faith in public education, and that you will find in this school an education for your child that is worthy of your love and concern.

Again, I welcome you to Century High School. I look forward to meeting you and sharing a successful 2024-2025 school year!

Sincerely,

[Julie Kasper](#)  
Principal

## Parent Involvement Opportunities

### **CENTURY BOOSTERS**

Century Boosters is a school-community organization which supports and acknowledges all Century students in academics, athletics, and the arts. Membership dues, merchandise sales and donations support recognition of as many students as possible and allow the group to sponsor two scholarships for Century students. General membership meetings are held on the second Wednesday of the month, in the Media Center.

### **PARENT ADVISORY COMMITTEE (PAC)**

The purpose of the Parent Advisory Committee (PAC) is to advise CHS administrators on matters related to parent involvement in the school system and to make recommendations regarding state policies and guidelines, project proposals and other matters of interest to the PAC. Come learn ways to get involved in the school system and support your children's education!

### **SITE COUNCIL**

The Century School Council leads the school through a process of school improvement. It reviews school improvement goals and determines professional development needs. The Council is made up of parents, teachers, classified personnel, students, and one building administrator. Meetings are open to anyone who would like to attend.

### **ADULT VOLUNTEERS**

There are many ways that parents and community members can improve Century by volunteering at school or with activities. Community members tutor students, assist in offices, landscape the campus, aid teachers with research or materials preparation, work in concession stands, assist with activities and field trips, sew costumes, plan and carry out recognition events, make phone calls, translate for students and staff, and speak on special topics to classes. If you have any of these special talents or others that would enrich Century High School, it is important that you fill out a volunteer application and criminal history verification packet that may be picked up from the main office or you may contact the counseling center at 503-844-1810 (See Volunteer Requirements/Procedures in the District section of this handbook).

### **CONTACTING STAFF**

Inquiries about your student's progress should always begin with the teacher.

At Century High School there are several ways to contact a staff member:

1. Voice mail: Call 503-844-1800 and ask for the teacher, or the teacher's voicemail. Please leave a message and they will return your call as soon as possible.
2. E-mail: E-mail addresses of staff members are available on the school website
3. Absentee Excuses. Parents are asked to make a telephone contact when a student is absent or has an appointment, etc. Please call the 24-hour attendance hotline at 503-844-1821 to report student absences. Notes will be accepted when phone contact is not possible. After school hours, an answering machine will take messages. If possible, please call the day or night prior to the absence, and include the reason. If this is not possible, please call the morning of the absence so teachers can be notified. If a student is absent more than one day, additional calls are necessary.
4. Behavior
  - 9th Grade Assistant Principal: Alejandro Carrero Ramos
  - 10th Grade Dean: Jessica Lowry
  - 11th Grade Dean: Lisa Allen
  - 12th Grade Assistant Principal: Ko Kagawa

## **OFF LIMITS AREAS**

The following areas are off limits during the school day:

1. All PARKING LOTS (except with a pass from the attendance office).
2. Athletic and PE fields (including dugouts) are off-limits, unless supervised by a staff member, during the school day.
3. Hallways are off limits when classes are in session or during lunch periods. \*Students should not loiter in the restrooms\*

**LUNCH OFF LIMIT AREAS** Students are expected to be in a supervised area at all times during lunch such as the cafeteria, central hallways, back patio, and the library. Students are expected to remain on campus for lunch. Students may not leave school without parent/guardian permission. No meals are to be taken outside the Central area (main teal hallway) during lunches. Students are not to be in academic loops during their lunch period. Students found in these areas will face disciplinary action. Food and drink are only allowed in the classrooms with teacher permission, provided it does not interfere with instruction.

## **PARKING – STUDENT TRAFFIC**

1. All motor driven vehicles must be registered with the attendance office. The parking sticker must be placed on the backside of the rear view mirror. Parking stickers are \$30 for the first and \$1 for each additional sticker for a family.

1. Student parking is located on the north side of the building. Students enter from Century Blvd.
2. The PARKING LOT IS OFF- LIMITS except for arrival and dismissal.
3. Good judgment and courtesy should prevail at all times when operating a vehicle on campus.
4. The speed limit is 10 mph.
5. The school and District are not responsible for damage or theft involving cars on campus.
6. The school reserves the right to search any vehicle on campus if reasonable suspicion of violation exists. If prohibited objects or substances are found, the owner/driver will be subject to disciplinary and/or legal action if deemed necessary by the school administration.

Consequence for Parking Lot Violations(s)

- First Offense: 2 week suspension of parking privileges
- Second Offense: Suspension of parking privileges for up to 9 weeks
- Third Offense: Revocation of parking privileges
- Repeat offenders may have their cars towed at owner's expense

## **CULTURAL DIVERSITY**

It is our mission at Century High School to foster understanding and mutual respect among students. We celebrate our diversity of races, cultures and religious beliefs. Our educational goals include advancing student knowledge and appreciation of the role that our religious heritages and cultural structures play in the historical development of civilization

## **CENTURY FIGHT SONG**

- Hail, hail to thee Century  
Home of the Jaguars  
We pledge our loyalty  
Forever we're true
- We'll show our pride  
In the black and teal  
Fight on with fire and zeal

Always striving  
In your light guiding  
Hear us roar

- C-E-N-T-U-R-Y Century High  
Always will be true to thee  
Claw for a victory  
Striving ever, yielding never  
Hear us Roar!

## Academic Information

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

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

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

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

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

### **Course Syllabi and Google Classroom**

Class/course syllabi can be accessed on the school website Course Syllabi and also in individual teacher's Google Classrooms. Where applicable, these syllabi include:

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

### **Grade Changes**

Any student who wishes to request a grade change must work through their counselor and teacher. If a grade change needs to be made over the summer when the teacher is not on contract, the student should contact their school's principal.

### **Grade Check**

Parents and caretakers can access student grades and attendance details online with ParentVUE. Please contact your school's main office if you need help with an activation code. If parents want to contact individual teachers they are encouraged to contact the teacher directly using either voicemail or via email. If parents would like to know more about the overall progress they should contact the grade level counselor.



## Grade Reporting Codes

- I INCOMPLETE Student is in an extension period from the grade reporting deadline in which they can produce evidence to demonstrate their level of proficiency.
- N NO GRADE For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.
- P PASSING Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
- S/U SATISFACTORY/UNSATISFACTORY Assigned for non-credit classes and credit recovery.
- WF WITHDRAWN FAILING Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade, WF (point value of 0) is a final grade, used in the calculation of the GPA. No graduation credit is awarded.
- WP WITHDRAWN PASSING Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class, but is medically or unavoidably unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

## Grading Periods and Report Cards

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

## Graduation

Seniors must fulfill all the necessary graduation criteria to be eligible to partake in the commencement ceremonies. Seniors with any outstanding balances, whether related to school fees or activities, and non-returned textbooks, library books, or Chromebooks may be precluded from participating in prom or commencement activities. Additionally, seniors must settle all dues to obtain graduation tickets. Seniors must also meet the credit requirements, pass all mandatory classes, and fulfill all graduation prerequisites, as outlined by the Oregon Department of Education. To receive a diploma, students must accomplish the credit requirements (24 credits) and can opt to gain credit for proficiency. Close collaboration with their designated counselor, graduation coach, and grade-level administrator is essential for ensuring they are progressing toward graduation. Detailed information on all graduation prerequisites, guidelines for schedule modifications, career and college pathways, dual credit and AP/IB course opportunities, and course offerings can be found in the HSD Course Catalog available in the Handbooks and Course Catalogs section.

## Guidelines for Determining Grades

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

- Student grades should be based on a collection of evidence that evaluates their proficiency level based on established performance criteria.
- Summative performance should constitute the primary evidence collection for a student's grade.
- Retakes are allowed for all Summative assessments/projects – that is work that evaluates a student's understanding of a concept(s) generally at the end of a unit, if the student missed or

never attempted the assessment or earned an original grade of I or D.

- Retakes can be completed until the end of the quarter in which the assignment was given with a student earning a minimum of a C grade.
- If a teacher does not have sufficient evidence to determine an accurate level of proficiency in regard to class/course learning targets, the grade may be recorded as an Incomplete, "I". Students will then have two weeks to finish up any missing work. After two weeks, the assigned grade will need to be updated by the teacher. If the summer has incomplete work at the end of the second semester they can make up the incomplete during summer school.

## **Homework and Make-Up Work Expectations**

### **Homework**

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

- Students who expect to benefit from their courses must do more than simply participate in class. Assignments and other activities undertaken on the student's own time complement class activities.
- Teachers are authorized and encouraged to assign activities and/or materials to be completed outside of class as part of these activities.
- Certain classes will involve regular out-of-class assignments for which students should set aside time on a daily basis.
- Jobs and other student involvements are not acceptable excuses for non-completion of assignments.
- College-bound students are reminded that success in college will require 2-3 hours of work outside of class for every hour of actual class. Begin now to organize time and exercise self-discipline. A specified amount of time set aside at the same time every day will soon become an accepted part of a student's daily routine.
- Students with pre-arranged absences are required to turn in all homework immediately upon their return to school.
- No make-up opportunity is required for students who are truant (unexcused).

### **Make-up Work**

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

### **Honor Roll and Honors Designation**

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

**Honors Option:** Students may have the opportunity to earn an Honors designation in English, Social Sciences, Science, and Math. Any student may attempt an Honors designation; students who successfully complete the requirements will have an H (indicating Honors) by the designated course on their transcript. The Honors opportunity is another means of meeting our District Goal of "academic success for all students." Teachers will indicate in their course expectations how students earn the Honors distinction. It may be through extended research, field experiences, higher-level problem-solving, or writing. Students must maintain a B average each term in Honors Option courses to merit the H designation.

### **Meeting State Standards**

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

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

**On-Track Status**

On-track status measures whether or not a student is likely to graduate on time. Students not on track will have regular meetings with parents/guardians, counselor, graduation coach, and administrator to ensure they are on track to graduate. Students not on track for graduation may need to take summer school or academic options courses to re-earn missed credit(s). On-track at the end of each grade is shown below:

9th Grade	10th Grade	11th Grade	12th Grade
6 credits total 1 credit in English 1 credit in Math 1 credit in Science 1 credit in World Studies 0.5 credits in PE 1.5 credits Elective	12 credits total 1.5 credit in Math 2 credits in Science 1 credit in Health 1 credit in PE 2 credits in English 1 credit in Arts, Lang, CTE 3.5 credits Elective	16 credits total 2 credits in Math 3 credits in Science 2 credits in Social Studies 3 credits in English 1 credit in Health 1 credit in PE 1.5credits in Arts, Lang, CTE 4 credits elective	24 credits total 3 credits in Math 3 credits in Science 3 credits in Social Studies 4 credits in English 1 credit in Health 1 credit in PE 3 credits in Arts, Lang, CTE 5 credits Elective .5 credit Career Develop .5 credit Senior Project

**Plagiarism/Academic Dishonesty**

Students are expected to put forth their best effort on tests and assignments. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. Students are encouraged to appropriately collaborate with peers to achieve proficiency on course content. Inappropriate actions include:

- Using or sharing prohibited study aids or other written materials on tests or assignments.
- Sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of the direction of the class instructor.
- Knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.
- Plagiarism, artificial intelligence (AI), or using ideas or writings of another as your own, will not be tolerated. See *Academic Dishonesty in the District Standards of Student Conduct Handbook (Policy IKI)*.

**Senior Accreditation and Graduation Ceremony**

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

**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.

### Students in Good Standing

Hillsboro School District recognizes students who are in good standing. Students who are in good standing meet the following requirements.

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

### Transcripts

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

## Attendance

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

Students may not leave the school campus without permission!

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

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

### Critical areas of the attendance policy for parents and students:

- **Excused Absences.** For an absence to be excused, it must meet one of the following criteria:
  - Illness of a student, quarantine
  - Illness of immediate family member
  - Emergencies, such as death, accident, medical or injury
  - Religious observances
  - Legal or court appointment
  - Suspension
- **Absentee Excuses.** Parents are asked to make a telephone contact when a student is absent or has an appointment, etc.

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

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

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

- **Pre-arranged Absence.** Absences for reasons other than illness or family emergency should be arranged by parents before the planned absence. Some examples are family trips, hunting/fishing, school-approved trips/activities such as Outdoor School and athletic events, and medical appointments.
  - Please abide by the following guidelines:
    - A student may have only five days of pre-arranged absences per semester. Students will not be excused during the last week of a semester except in cases of emergency. Pre-arranged absences of more than three consecutive school days are strongly discouraged as they will negatively impact a student's academic progress.
    - A pre-arranged absence will be issued only to students with seven or fewer absences per semester who are passing all classes.
  - Parents must call the attendance office to approve the pre-arranged absence. Students then do the following:
    - Obtain permission forms in the attendance office;
    - Obtain teacher signatures, and
    - Return the form to the attendance office prior to the absence. If these steps are not taken, the absence is not pre-arranged and is unexcused.
  - At times, class material covered during an absence cannot be made up (class discussions, films, and lectures). A teacher may choose to give an alternate assignment.
- **Field Trips.** Participating in field trips is a privilege, not a right. Students who have many absences (eight or more), or are failing a class may be denied permission to go on a field trip.
- **Medical/Dental Appointments.** Students are encouraged to schedule medical and dental appointments outside school hours. When necessary to keep an appointment, parents must call the Attendance Office **prior** to student checkout. **If a student leaves without prior parental permission and without checking out in the attendance office, the result is an unexcused absence.**
- **Leaving or Returning to School.** Students must check in and out of school in the attendance office.
  - Failure to comply will result in unexcused absences for all classes missed and disciplinary action.
- **Excessive Absence.** Absence of eight days or more in a semester is considered excessive. When a student is excessively absent from a class, regardless of reason, a letter will be mailed home. A phone contact will occur at that time.
- **Truancy.** Truancy is defined as absence from school or class without permission. Any unexcused absence not verified by a parent/guardian or staff member within 48 hours is considered truancy. If a student is truant, parents will be contacted, and continued truancy will result in consequences ranging from conferences, assignment to detention, or suspension.

- **Contacting Parents.** If you want the Attendance Office staff to contact you at an address or phone number other than at your home, please let us know. You can call anyone in our offices for assistance.
- **Tardies.**
  - Students arriving on campus from an appointment should check in through the attendance office for a pass to class.
  - We value instructional time. Students who are tardy miss valuable class time. Tardies will be tracked and conversations with an administrator will happen as needed. Consequences will be assigned as needed.
- **Make-up Work.** Students who are out of school for more than one day may request assignments by calling the attendance office. Make-up work takes 24 hours to arrange.
- **Participation Eligibility.** Students absent from school for more than half their class day may not participate in or attend any school-sponsored activity on the day of absence, including any practice, athletic, or activities. Students with unexcused absences or suspensions during a school day are also excluded.
- **Semester Exam Policy.** Semester and end-of-year exams will **not** be given prior to the designated exam date. The make-up of exams at a later date must be approved through the principal in advance.
- **Independent Student.** A student must be 18 years of age for their parents/caregivers to request independent status. For an independent student to be excused they must call prior to 2:00 p.m. the day of the absence. If a student is not 18 years of age and wishes to become independent they must become emancipated through a court of law.

## Athletics and Activities

### Athletic & Performance Activities Expectations

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

### HSD and OSAA Athletic & Performance Participation Requirements

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

#### HSD Attendance Requirements:

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

#### OSAA Academic Standards Requirements

In order to meet academic eligibility standards for participation in OSAA programs, a student must meet

the following requirements. Students not meeting OSAA requirements, by rule, are INELIGIBLE for the entire semester.

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

### Insurance

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

### Medical

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

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

### Travel

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

### User Fees and Method of Payment

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

Per sport/activity, maximum participation fees are \$400 per student or \$800 per family for the current school year for OSAA-sponsored athletics and activities. These amounts are adjusted for families who qualify for the 50 percent benchmark or the "no fee" benchmark as defined by the Hillsboro School District's fee structure. Per sport/activity, maximum amounts do not apply for club sports. All fees must be paid in full by the last day of the season for each sport. Your student will not be permitted to participate in any additional sport with an outstanding balance. If you are unable to meet the final payment date, you must call the school to make payment arrangements.

### Waivers and Refunds

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

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

### **Clubs and Organizations**

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

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

## **Sportsmanship**

Each school's students and faculty are proud of the spirit and sportsmanship shown at their respective high schools. As a high school student, you will be expected to abide by the standards of spirit and sportsmanship outlined below:

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

## **Building Access, Supervision, and Safety**

### **School Calendar**

Check the school and District websites for the most current information at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).

### **Building Security and Safety**

Maintaining a secure campus is our top priority. From 8:30 to 3:30 access to the school for students and guests is permitted solely through the main office door; all other entrances must remain locked. It is crucial that students and staff refrain from propping open exterior doors or allowing entry to anyone during the school day. Any students found violating this security protocol will face consequences in line with our safety policy. Both staff and students must have and display a valid school ID to gain entry into the building by being buzzed in through the front office during the school day. Visitors are also required to be buzzed in as our schools operate as a closed campus, all visitors should have a predetermined reason or appointment and must check in at the main office, sign in, and acquire a nametag if accessing areas beyond the front office. To uphold security standards, former students and school-age children from other institutions are not permitted on campus during the school day.

### **Security Cameras**

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

### **School Day Hours**

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

Specific bell schedules are available on the school website and also posted throughout the school building for student reference.



## **Student Supervision**

Adult supervision is ensured for students during regular school hours while commuting on District-provided vehicles to and from school, and when participating in District-sponsored activities. Supervision is available from 8:00 a.m. before school and extends until 3:45 p.m. in designated areas on campus, except during Academic Seminar where supervision begins at 8:30 a.m. It's important to note that supervision excludes early mornings or after students depart unless they are engaged in a scheduled activity. Students are expected to depart promptly post-school hours unless they are part of a supervised activity. Additionally, students with late start, early release, or open periods should be enrolled in classes or not on campus as there won't be adult supervision during those times. Certain areas on campus are off-limits during the school day to ensure student safety and security.

### **Visitors:**

We value the safety and security of our students and staff at all times. Families and other adults are welcome to visit the building with a staff escort after checking in at the main office. Please remember that all other doors are to remain locked during the school day. All visitors must wear identification tags while on campus. To ensure minimal disruption, we kindly ask families to provide advance notice if they wish to visit classes. Teachers are instructed not to allow visitors into the classroom unless they have checked in at the main office and are wearing a visitor badge. Student visitors, including siblings and those from other schools, are not permitted on campus during school hours. Unauthorized visitors will be issued a trespass notice and denied future access to the premises. Thank you for your cooperation in maintaining a safe learning environment for all.

## **Counseling Services**

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

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

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

- PLAN, ACT, and SAT preparation
- College visits
- Financial aid and scholarship applications
- College admission applications
- Dual-credit opportunities
- Internships/job shadows
- Career planning

### **How to Request an Appointment**

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

### **Schedule Correction Procedures**

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

- I have already earned credit for a class that I have on my schedule

- I am missing a required core class in my schedule
- I have not met the prerequisites for a class on my schedule
- I am needing to take a specific class for my College Career Pathway (CCP)
- I am enrolled in an off-campus class (for example: HOA or PCC)
- I am taking an internship worth credit (CRLE)
- I am missing a class (a hole in my schedule)
- I do not have enough classes to be OSAA-eligible

Schedule Corrections will **NOT** be made for:

- Lunch Request
- Specific Teacher Requests
- Peer Request
- Dropping Advanced Courses
- Changing unwanted electives
- Adding early release/late arrival
- Participation in Athletics
- Dropping unwanted core classes, such as a fourth year of math or science

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

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

### **Wellness Counselor and Youth Contact**

Each high school has a Wellness and Youth Contact counselor available to support students. These counselors are available during the school day to provide mental and emotional health support to our students and their families. Care Team is a weekly meeting with various staff and the district Care Coordinator to help families who request social/emotional counseling support find these opportunities in the community.

## **Partnering and Communicating Between School and Family**

### **Address and Telephone Number Change**

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

### **Adult Volunteers**

When schools and the community work together for the common goal of school improvement, students ultimately benefit. There are many ways parents and other community members can help improve our schools by volunteering at school or helping with activities. Community members have tutored students, assisted in offices, landscaped the campus, aided teachers with research or preparation of materials, worked in concession stands, chaperoned students during activities and field trips, sewn costumes,

planned and carried out recognition events, made telephone calls, translated for students and staff, and spoken on special topics to classes. If you have any of these special talents or others that would benefit our students, please contact our main office. Please refer to the [District's section for information on how to proceed](#).

### **Communication from the School**

Effective communication and parent involvement are essential for ensuring the academic success of students at our school. We encourage caregivers to stay informed and engaged by keeping their contact information up to date in our student information system. Various communication channels are utilized, including emails, phone calls, text reminders, website updates, and school-wide announcements. Parents are invited to participate in school activities, meetings, and conferences to support their child's educational journey. Regular updates and important information will be shared through newsletters, emails, ParentSquare, and the school website. Please ensure your contact details are current to receive these communications. Should you have any concerns or need assistance, our staff is available to help, and thank you for partnering with us to enhance your students' educational experience.

### **Parent-Student Communication During the School Day**

During the school day, students are required to keep their cell phones turned off and out of sight to minimize distractions. In case of an emergency, parents are advised to contact the school directly, and we will promptly connect with your child. It is important to note that students should not be sending or receiving texts during class time, and we kindly ask for your cooperation in refraining from contacting your child's cell phone while school is in session to avoid disruptions to instruction. Personal calls should be scheduled before school, at lunch, or after school, with a phone available in the main office for emergency calls only.

### **Contacting Staff**

For inquiries regarding your student's progress, it is recommended to reach out directly to the respective teacher. There are several communication channels available for contacting staff. An updated staff directory is accessible on the website under the HS Staff link. The most convenient method of communication is through email, which can be initiated via ParentVue. Staff members strive to respond to emails within 48 hours. Additionally, staff can engage in text messaging using their Google Voice number. If needed, you can contact the school directly and request to speak with the teacher, which may lead you to their voicemail. It is important to use these avenues when contacting staff when addressing matters related to your student's academic progress.

### **ParentVue**

Student grades are regularly updated on ParentVue. This is an important tool for caregivers to track student progress and to connect with teachers. Your student's teachers can also be emailed through parentVue. If you need assistance connecting to parentVue, please call the main office.

### **Scheduling Appointments**

Due to scheduling constraints, an administrator or counselor is generally not available for drop-in meetings. If you are seeking to meet in person with an administrator or counselor, we ask that you please schedule an appointment ahead of time. To schedule an appointment with your student's counselor or administrator please call the school.

### **Fall Conferences**

During Conferences in November, parents and caretakers will receive report cards and engage in discussions with teachers. Family Conference Connections will provide families with an opportunity to meet and confer with teachers. Information will be shared by schools as the event date approaches.

## School Newsletters

The Principal will share school activities and important information through a newsletter. The newsletter will keep students and parents informed of school events in a timely manner. To be included on the e-mail, please be sure to update your email address on ParentVue.

## Student Information

### High School Bell Schedule



# HSD High School Daily Bell Schedule

Day 1: Periods 1-4 Day 2: Periods 5-8	Monday	Tuesday	Wednesday	Thursday	Friday
<b>0</b>	7:30-8:24	7:30-8:24		7:30-8:24	7:30-8:24
<b>Periods 1/5</b>	8:30-10:03	8:30-9:54	9:00-10:26	8:30-9:50	8:30-9:50
<b>Periods 2/6</b>	10:09-11:42	10:00-11:24	10:32-11:58	9:56-11:16	9:56-11:16
<b>Advisory and Access</b>		<b>Advisory</b> 11:30-12:00		<b>Access</b> 11:22-12:08	<b>Access</b> 11:22-12:08
<b>Lunch 1</b> <b>Periods 3/7</b>	11:42-12:12 12:18-1:51	12:00-12:30 12:36-2:00	11:58-12:28 12:34-1:59	12:08-12:38 12:44-2:04	12:08-12:38 12:44-2:04
<b>Periods 3/7</b> <b>Lunch 2</b>	11:48-1:21 1:21-1:51	12:06-1:30 1:30-2:00	12:04-1:29 1:29-1:59	12:14-1:34 1:34-2:04	12:14-1:34 1:34-2:04
<b>Periods 4/8</b>	1:57-3:30	2:06-3:30	2:05-3:30	2:10-3:30	2:10-3:30

## Cultural Diversity

It is our mission of Hillsboro School District to foster understanding and mutual respect among students. We celebrate our diversity of races, cultures, and religious beliefs. Our educational goals include advancing student knowledge and appreciation of the role that our religious heritages and cultural structures play in the historical development of civilization.

## Assemblies

Assemblies at our school are categorized as either mandatory, where attendance is required, or optional, allowing students to choose between attending the assembly or reporting to a supervised study hall. It is essential to adhere to closed campus rules, meaning students must not leave without prior parental consent.

Assembly Behavior:

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

## Advisory and Access Time

The Advisory class serves as a vital component of student support and academic enrichment. This structured period, following the second or sixth-period class, is designed to offer essential guidance on study skills, career opportunities, graduation requirements, and course selection.

Through Access Time, the school aims to cultivate a positive environment, set clear expectations, and provide additional academic assistance. Students are encouraged to utilize this time effectively, including seeking help from teachers or completing make-up tasks as needed.

Attendance to both Advisory and Access Time is mandatory, ensuring that students benefit from academic support and the chance to explore interests beyond the curriculum.

### **Appropriate Dress**

We expect students to dress for success. Families are responsible for the attire their students wear to school.

- An adequate coverage of the body is required.
- Only appropriate sayings or pictures may be displayed on clothes, any markings that promote behavior violating school conduct standards (drug/alcohol/tobacco/sexual/weapon references) are not permitted.
- Shoes are always required.

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

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

### **Chromebooks**

Students are expected to have a school-issued Chromebook so they can access their Google accounts and use it in the classroom when guided. Students must use a school-district-issued device when accessing state testing. The school does not take responsibility for electronic devices that are lost, damaged, or stolen. There is a fine leveraged for lost adapters and Chromebooks that are damaged or lost. Students should never leave their electronic devices unattended. It is our goal to embrace technology, while also teaching students about when it is the right time to use it in the classroom. It is not acceptable to use technology in the classroom unless students are given permission by their teacher for a specific academic purpose. If technology is used without permission, the device may be subject to confiscation with further consequences from the teacher or administration.

### **Dances**

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

- A ***valid Student ID*** must be shown to gain admittance to all dances.
- Students may bring one guest to school dances if a guest pass has been previously completed and approved, however, middle school students or students over the age of 20 are not allowed to attend dances. Guest forms will be made available 2-3 weeks prior to the dance and must be complete and submitted on time for approval.
- Students must be in ***good standing*** in order to bring a guest to a dance. Additionally, the guest must also be in ***good standing***. This includes having a 90% or higher attendance rate, passing all classes, and no major behavior referrals.
- Students should be aware that administrators may use an alcohol detection device (Breathalyzer) at school dances.
- No outside food or beverages are allowed, but sometimes food and drinks are sold or available during dances.
- Students will be given a bracelet as they enter the dance. Those who leave the dance will have their dance bracelet removed and will not be readmitted.
- All school rules are enforced at dances and other after-school activities. If students fail to follow these rules they will have their bracelet removed and be escorted from the dance. Further

consequences or school sanctions may apply.

- Students suspended from school at the time of the dance may not attend the dance.
- Inappropriate dancing will not be allowed. Violators will have their bracelet removed and be removed from the dance.
- No outside-of-school guests are allowed at after-game dances.

### Electronic Devices

The following guidelines apply to Personal Electronic Devices. For further information access the Student Code of Conduct.

CLASSROOM EXPECTATIONS Off, Away, Out of Sight for Learning	NO PHONE/DEVICE ZONES	PHONE/DEVICE ZONES
<ul style="list-style-type: none"> <li>→ Cell Phones</li> <li>→ Earbuds</li> <li>→ Headphones</li> <li>→ Personal Devices</li> </ul>	<p><u>During Class Time</u></p> <ul style="list-style-type: none"> <li>→ Hallways</li> <li>→ Common Areas</li> </ul> <p><u>At All Times</u></p> <ul style="list-style-type: none"> <li>→ Restrooms</li> <li>→ Locker Rooms</li> </ul>	<ul style="list-style-type: none"> <li>→ Lunch</li> <li>→ Passing Time</li> <li>→ Before School</li> <li>→ After School</li> </ul>

### Fines and Fees

#### *Student Fees*

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

#### *Unpaid Fees*

Seniors with an outstanding balance (school or activity fees) may not be allowed to participate in prom or commencement exercises. Additionally, seniors will not be able to pick up graduation tickets unless all fees are paid, and they are on track for graduation with required credits and passing all classes. Fees not paid at the middle school level will follow students to high school.

#### *Fines*

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

#### **Textbooks and Chromebooks Fees**

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

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

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

### Food & Drinks

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

- Food delivery services (Uber Eats, DoorDash, etc.) are not allowed. Food delivered via these services will not be accepted by the school, nor are students allowed to leave class or the school

building to accept the food when it is delivered.

- Food will be allowed only in the cafeteria and area directly outside the student store. General cleanliness of these areas is expected.
- No food or drink items of any kind are to be taken to gyms or Auditorium during school hours. Food may be allowed in classrooms, at the discretion of the staff.
- Students arriving late with food or drink will need to leave these items in the office; they can pick them up during lunch. (added new line)
- Food and drinks may be consumed in classrooms with teacher permission.

### **Fundraising and Financial Solicitations**

Students shall not distribute or display any material/item which is of a commercial nature. Students shall obtain the authorization of the school's administration prior to selling or distributing materials/items or engaging in school-related fundraiser activities that solicit students' or adults' financial contributions. Students may not sell items at school for personal monetary gain.

### **Hallway Supervision**

Class time is valuable and students are expected to be in class or supervised at ALL times. We follow a 10-10 rule, where students are not allowed to leave class during the first 10 minutes and last 10 minutes of class. Also, students who leave class are expected to have a hall pass. Students in hallways without a pass will be asked to return to class or escorted back to their classroom by a campus monitor or another available adult. Student failure to return to class or failure to follow an adult's request to return to class may result in further consequences. Students with 'late start', 'early release', 'HOA Concurrent', or with an open period on their schedule are NOT allowed to be in the building during the periods where these are scheduled.

### **Lockers**

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

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

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

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

### **Lost or Stolen Items**

The school is NOT responsible for lost or stolen items. Students should report lost or stolen items to the assistant principal's office so the loss can be investigated. Items that are turned in as lost will be held in the lost and found. Do not store valuable items in the outside pockets of your backpack.

### **Public Displays of Affection (PDA)**

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

## Skateboards

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

## Student IDs and ASB Stickers

- **Student Body (ID) Cards**

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

- **ASB Stickers**

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

## Valuable Personal Property

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

## Student Services

### Cafeteria

All students using the cafeteria are expected to clean up their own litter. Trash is to be thrown in garbage cans. **Students are responsible for picking up the litter at the table where they are seated.** Uncooperative students will lose the privilege of using the cafeteria. For information on the lunch program, please refer to the District section of this handbook or go online to the district home page and view the information listed in School Meals under 'Parent Pages.'

### College and Career Center

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

### Health Services

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

- Care of emergency illnesses and accidents occurring at school is handled by the health assistant. The health assistant is not a nurse. The office is not a hospital or doctor's office and must only be used for first aid, referral for care, or to arrange to go home when ill or injured.
- Students and families should follow the State of Oregon's *To Sick For School* guidelines when their child is ill.
- Parents or guardians are responsible for transportation home in case of illness and will be notified by the health assistant. Students are not permitted to go home without parental consent.



- Students should report to class and obtain a pass before reporting to the health office except in cases of extreme emergency.
- The health office will not store or dispense medication without having a medication authorization form filled out and on file.
- If a student wishes to carry their own over-the-counter medication, they must have both the medication authorization form and self-carry form on file.

### **Library/Media Center**

The Library/Media Center is the information center of our school and a welcoming place where everyone belongs. It is the source of print and non-print materials. It supports instruction, provides information for individual needs, and promotes leisure reading. We offer fiction and nonfiction books in a variety of genres in both English and Spanish. Students may browse the online catalog, and can place holds on books. Students can access our academic databases and digital resources by visiting the Library Media Services website online. Books are checked out for three weeks and may be renewed for an additional three weeks. We do not charge overdue fines for late returns. If a student loses a book, they may replace it with a similar title, or pay for the replacement cost.

### **School-Based Health Center: Century High School**

The School-Based Health Center (SBHC) is available to students 8:00 am - 5:00 pm Monday through Friday during the school year. The SBHC will be open three days a week during the summer from 8:00 am - 5:00 pm. Medical, dental, and mental health services are provided. The SBHC accepts most health care insurances or operates on a sliding fee scale. Oregon state law requires a parent or legal guardian's consent to provide medical treatment to an individual less than 15 years of age and/or to provide mental health services to an individual less than 14 years of age. Students are encouraged to manage their healthcare needs in consultation with their families. Parents have the right to contact the school office to request information on the whereabouts of their students at any time during the school day. To make an appointment, students may walk into the SBHC and see when they have appointments available, call the health center at 503-844-2840, or ask a parent or guardian to call and schedule an appointment.

### **School-to-Career Program**

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

### **Student Store**

The student store is a retail school store operated by marketing students. Students may buy school supplies, spirit items, and snacks.





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

## TABLE OF CONTENTS

District Information/Policies	Policy	Page
Superintendent's Welcome Letter		1
Hillsboro Schools Directory		2
Alternative Pathways and Supports		3
Athletics and Activities – Behavior and Academic Standards <ul style="list-style-type: none"> <li>• Athletic/Activity Eligibility Requirements</li> </ul>	IGDJ	3
Closed Campus	JEFA	4
Diploma Requirements	IKF	4
Grading and Performance Reporting	IK, IK-AR	7
Emergency Closures & Inclement Weather	EBCD, EBCD-AR	8
Fees	IGDE-AR	8
Gifts	JL	8
Health and Safety <ul style="list-style-type: none"> <li>• Immunizations</li> <li>• Accident and Illness</li> <li>• Medical Protocols/Medications</li> <li>• Student Health and Wellness</li> <li>• Emergency Drills and Parent Reunification</li> </ul>	JHCA/JHCB, JEC, JECA-AR  JHCDA, JHCD  EBCB	10
Lost and Found	EDD, EDD-AR	13
Meals	EFAA-AR, EFA-AR	14
Media Release – Directory Information	JOA, JOB	15
Military Request for Information	JOA	16
Nondiscrimination (Title IX)	AC, JB	16
Parental Right to Review Materials (FERPA) <ul style="list-style-type: none"> <li>• Health Curriculum Content</li> <li>• Surveys and Research Projects</li> <li>• Annual Student Survey (PPRA)</li> </ul>	KAB IGAI	16
Personal Electronic Devices and Social Media – Students Student Device Use Guidelines	JFCEB, JECEB-AR	17
Residency and Student Transfer Requirements <ul style="list-style-type: none"> <li>• Residence Requirements</li> <li>• Transfer Requests</li> <li>• Transfer Policies <ul style="list-style-type: none"> <li>❖ Assignment of Students to Schools</li> <li>❖ In-District Transfers</li> <li>❖ Admission of Nonresident Students</li> <li>❖ Inter-District Transfers of Resident Students</li> </ul> </li> <li>• Student Withdrawal from School</li> </ul>	JECC JECC-JC-AR JECB JECF	19
Selling/Advertising/Posters	KJ, KJ-AR, IGDF-AR, KGB, IGDJ-AR	20
Social Security Disclosure Statement		21
Student Records Law	JO-IGBAB, JO-IGBAB-AR, Appendix A & C	21
Sustainability	EDD	22
Testing Information <ul style="list-style-type: none"> <li>• SAT</li> <li>• ACT</li> <li>• Pre-ACT</li> <li>• PSAT</li> </ul>		22
Transportation	EEA	23
Volunteer Requirements/Procedures	IICC, IICC-AR	23



## 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 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.

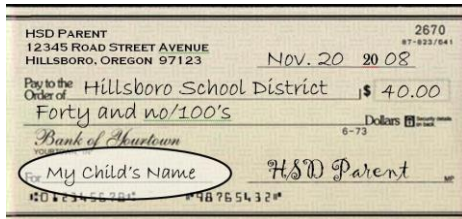
### Elementary Schools

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)

---

<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.**