

TuHS STUDENT RESOURCES GUIDE

2024-2025



Tualatin High School Mission Statement:

Tualatin High School is a community where ALL are accepted and valued. Positive relationships and experiences are the foundations of a safe and stable community.

TuHS empowers students by being intentional about opportunities that make them future advocates for a more equitable, just, and connected world.

The Tualatin WAY

We care.

All of you matter.

You are the future.



- Attend every class, every day.
- Be on time and prepared for class.
- Engage in opportunities to learn.
- Treat others with respect, kindness, and dignity in all settings.
- Follow district, school, and classroom expectations and policies.
- Cell phones must be silent and away at all times during class.

TABLE OF CONTENTS

<u>Absences - Reporting</u>	4
<u>Absences - School-Related</u>	4
<u>Academic Dishonesty</u>	4
<u>Activity Card/Sticker (ASB)</u>	5
<u>Administrator and Dean Assignments</u>	5
<u>Affinity and Alliance Groups, Clubs and Activities</u>	5
<u>Alternative Programs</u>	6
<u>Athletics</u>	6
<u>Attendance - Absences and Arrivals</u>	7
<u>Attendance - Parent notification</u>	7
<u>Attendance - Tardies and Unexcused Absences</u>	7
<u>Bell Schedules</u>	8
<u>Bias Incidents</u>	8
<u>Bus Routes</u>	9
<u>Closures - School</u>	10
<u>Confiscated Items</u>	10
<u>Consequences/Sanctions</u>	10
<u>Counseling Assignments</u>	10
<u>Cyber Bullying</u>	10
<u>Dances</u>	10
<u>Dangerous Objects</u>	11
<u>Deliveries</u>	11
<u>Display of Affection</u>	11
<u>Dress Code</u>	12
<u>Drugs and Alcohol</u>	12
<u>Electronic Devices</u>	13
<u>Family Partnership Opportunities</u>	13
<u>Fees</u>	14
<u>Food and Drink</u>	14
<u>Gambling</u>	14
<u>Gangs and Hate Groups</u>	14
<u>Grading System</u>	14

<u>Graduation</u>	15
<u>Hall Passes</u>	15
<u>Harassment</u>	15
<u>Homework Assignments for Extended Absences</u>	15
<u>Honors Cord</u>	15
<u>ID Cards</u>	15
<u>Illness</u>	15
<u>Interscholastic Sports</u>	16
<u>Library Information</u>	16
<u>Lost and Found</u>	16
<u>Lockers</u>	16
<u>Medication</u>	16
<u>Off Campus</u>	16
<u>Parking</u>	17
<u>Pictures</u>	18
<u>Posters/Advertisements</u>	18
<u>Schedule Changes</u>	18
<u>School Resource Officer</u>	18
<u>Search and Seizure</u>	19
<u>Serious Offenses</u>	19
<u>Sexual Harassment</u>	20
<u>Student Government</u>	20
<u>Suspension Procedure</u>	20
<u>Teacher Assistants</u>	21
<u>Technology</u>	21
<u>Testing - College</u>	21
<u>Threats to Students and Staff</u>	21
<u>Tobacco</u>	22
<u>Valedictorians</u>	22
<u>Visitors</u>	22
<u>Weapons or Look-Alikes</u>	22
<u>Who to Contact</u>	23

Absences - Reporting ([TTSD Student Rights & Responsibilities Handbook - page 6](#))

1. When a health or family situation causes student absence(s), a parent is to call the attendance office, within 48 hours in order to excuse the absence. The attendance hotline number is (503) 431-5630. The Spanish attendance hotline number is (503) 431-5709. It is available 24 hours a day. The attendance email address is tuhsattendance@ttsd.k12.or.us. All-day excuses can also be made in ParentVue. In cases where a student is reported absent from a class, the home will receive a phone call/text that afternoon to notify parents of the absence. Families can access ParentVue to identify classes where their child was marked absent. Parents will be notified by ParentSquare Email and Texts of unexcused absences as well. Parents may respond directly to the message to excuse absences.
2. **Students who leave during the school day must sign out in the Attendance Office. Parent approval is required prior to leaving the school campus.**
3. Students are responsible for class work missed during all absences. Make-up assignments may be provided for excused absences. Verification of absences may be requested by teachers.
4. Some teachers will not allow students to make up assessments or assignments that are due during unexcused absences so it is very important for parents to communicate the reason for their child's absence. Students have the number of days absent plus two days to make up missed school work.
5. If a family is onsite, they must come inside to pick up their student.

Absences - School-Related

1. Athletics, field trips, outdoor school, performances, competitions, club and class responsibilities, conferences, etc. are considered school-related absences provided they have been arranged in advance by proper completion of the [Prearranged Absence Form](#). Athletic absences do not need to fill out this form.
2. To participate in school activities, a student must be in attendance the full school day (unless pre-arranged) of the competition, performance, concert, or sports activity. This will be monitored by the Athletics Office, coaches, advisors, and directors.
3. Suspensions from school are considered school-generated absences and are thus excused.

Academic Dishonesty ([TTSD Student Rights & Responsibilities Handbook - page 6](#))

It is expected that students do their work. In cases where students are permitted to work together on an assignment, it is still expected that the final product turned in by each student is unique and reflects their ideas. Likewise, if a student asks for help on an assignment from another person, the final product must still reflect their ideas and efforts.

Types of Academic Dishonesty

- **Plagiarism** - the representation of the ideas or work of another person as the student's own (failing to cite sources accurately, correctly paraphrase, or attribute quotes).
- **Collusion** - enabling or facilitating malpractice of another student by allowing one's work to be copied or turned in by that student.
- **Cheating** - any activity that gives a student an unfair advantage over other students on an assignment or assessment.

Sanctions for Violations

If a student is determined to have committed academic dishonesty, the teacher may write an administrative referral. Additionally, some or all of the following may occur:

- The student may receive a reduced grade on the assignment/assessment, up to and including a zero or no credit.
- The student may be required to redo the assignment or assessment for partial credit.
- The student's parents may be notified and/or asked to meet with the teacher and/or administrators.
- In cases of collusion, all students involved will be penalized.
- IB classes may be subject to different consequences for violation.
- Multiple offenses may result in a withdrawal from the course with a W/NG.

Activity Card/Sticker (ASB) - \$30

ID cards with an ASB sticker entitles students to free admission to regular athletic events and reduced rates to dances and other student events throughout the year.

Administrator and Dean Assignments

Michael Dellerba	Principal
Brooke Mayo	A-Go
Claudia Kis	Gre-N
Nathan Stanley	O-Z
Ted Rose	Athletics
Valerie Brown	Dean of Students

Affinity and Alliance Groups, Clubs and Activities

A variety of affinity and alliance groups and clubs are active at Tualatin High School. Students should check the Daily and Weekly Bulletins for meeting times and places. All students are encouraged to participate. Any club or group planning an activity MUST begin by submitting a Building/Athletic Facility Use Request Form available in the main office. See Rachel-Jean Factora, Receptionist, for more information.

Affinity Groups: Tigard-Tualatin School District uses the term Affinity Group to describe a space where students who share a common identity marker like race, ethnicity, gender identity, and sexual orientation can spend time together and share common experiences, learn about their culture, give social-emotional support, and advocate for common interests and needs.

- ASIAN STUDENT UNION/ASIAN CONVERSATION (ASU/AC) AFFINITY GROUP
- BLACK STUDENT UNION (BSU) AFFINITY GROUP
- FEMINISM AND GENDER EQUITY AFFINITY GROUP
- GENDER AND SEXUALITY ALLIANCE (GSA) AFFINITY GROUP
- JEWISH STUDENT UNION (JSU) AFFINITY GROUP
- M.E.C.h.A. (Movimiento Estudiantil Chicano de Aztlan)
- MUSLIM and ARABIC STUDENT UNION (MAS) AFFINITY GROUP
- PACIFIC ISLANDER (PI) AFFINITY GROUP

STUDENT VOICE COUNCIL: Tualatin High School offers all students the opportunity to come together to ensure their voices are not only amplified and lifted but also heard. Student Voice encourages students to actively be part of the decision making process by ensuring they have a place they can advocate for student-driven solutions for their educational needs.

Alliance Groups: Tigard-Tualatin School District uses the term Alliance Groups as a space where students who share common identity can meet with each other and with students who support them.

Clubs and Activities

Tualatin High School offers a variety of clubs and activities that students can participate in. We will host a Club Fair in the Fall that features all available opportunities as well as information about how to start your own club. For more information see our Activities Director Ms. Fontaine.

Alternative Programs

Alternative Programs are available to all students. An application must be completed and approved. Applications can be obtained from the student's counselor.

- Creekside Community High School (Alternative Based Learning Experience)
- CE2 (Community Experiences in Career Education)
- HSC (High School Completion)
- PCC (Portland Community College) Programs
- TTVA (Tigard-Tualatin Virtual Academy)

Athletics

Being an athlete is a privilege that involves certain responsibilities. The following describes requirements, responsibilities, and regulations governing Tualatin High School athletes:

1. Prior to joining a team, an athlete must register online at <https://or-tigardtualatin.intouchrecepting.com/> or in the athletic office.
Athletic registration includes:
 - i [TTSD Clearance Form](#)
 - ii [TTSD Transportation Form](#)
 - iii [Pre Participation Examination Form](#)
 - iv [Physical Examination Form](#)
2. A physical examination form must be on file in the Athletic Office or submitted online.
3. A physical examination is required every two years during the athlete's high school career. All incoming ninth grade and new students need a physical exam. [Oregon School Activities Association physical form](#) is required.
4. Adequate health insurance coverage must be proven through a school or family insurance plan.
5. Student-athletes must meet the requirements of the OSAA to become eligible and to remain so.
6. A participant may drop or be dropped from one team/sport and transfer to another team/sport during the same season only by mutual agreement of head coaches and the approval of the Athletic Director.
7. Students are bound by the following rules of conduct while members of school teams:
 - They shall refrain from involvement in or use of tobacco and vape products, alcohol, marijuana, or any other drug not prescribed by a physician.
 - They shall maintain "full" student status, including normal academic progress toward graduation, good attendance, and acceptable citizenship.
 - They shall conduct themselves in an appropriate manner, as directed by their coach, before, during, and after practice sessions and games.
 - They shall attend school the full day in order to participate in practices, games, etc. (unless prearranged by the Athletic Director.)
 - The OSAA and TTSD require that a student-athlete must be making satisfactory progress toward the District's graduation requirements. Any exceptions to individual eligibility are defined in the OSAA handbook, under rule 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.2. The OSAA handbook is on file in each high school athletic office and can be reviewed at www.osaa.org. Student-athletes must meet the requirements of the OSAA to become eligible and to remain so. The OSAA requires that TTSD students must be enrolled in and passing 5 classes at all times. With block scheduling, the equivalent of 5 out of 8 semester classes is required.
 - They shall travel with the team to and from away games. (Exceptions may be granted with coach approval and by contacting the Athletic Director **prior** to the athletic contest.)

Attendance - Philosophy [\(TTSD Student Rights & Responsibilities Handbook - page 9\)](#)

One of the most significant indicators of success for High School students is attendance. Oregon state law requires that all students have regular attendance. With increased graduation requirements, we are concerned about students successfully meeting these requirements if they do not have at least a **90% attendance rate**. Students will have 172 school days this year, meaning we expect students to miss no more than 9.5 days total for the entire school year, including vacation, doctor's appointments, sickness, etc.

Attendance - Absences and Arrivals

Attendance is critical to be successful in high school. Students are considered absent if they are more than 20 minutes late to class. Absences must be excused within 48 hours. Absences are classified as excused (including prearranged) if the reason for the absence is consistent with Oregon State Law. If the absence is not cleared within 48 hours, it will remain coded as unexcused. According to Oregon State law, the school is charged with the responsibility of excusing students' absences with parent permission for the following reasons:

- Illness of student
- Illness/Death of family member
- Prearranged/Planned absences
- Doctor, Dentist
- Court

If students return to school in the middle of class and have an excused tardy or absence, they must report to the Attendance Office to check in. The student will be issued an admit slip (excused) that they will give to the appropriate teacher. If the absence/tardiness is unexcused, they will report directly to class without an admit slip (no need to check in at the Attendance Office), and their absence/tardiness will remain unexcused.

Parent permission is necessary if a student needs to leave school for an appointment during the day.

Attendance - Parent notification

1. Parents will be called/texted by an automated school message system when a student is reported absent from a class, and the school has not received a parent call to excuse the absence.
2. If there is an error in attendance reporting, please contact the teacher directly.
3. When students are absent for ten consecutive school days, a parent will be notified, and the student will be dropped from enrollment.

Attendance - Tardies and Unexcused Absences

Tardies: In order to maintain a productive learning environment in every classroom, students are expected to be in the classroom when the final bell rings each period. Students are expected to be in class for the first ten minutes of class and the last ten minutes of class. Students arriving to class after the final bell will be marked unexcused late.

If students arrive after the first period of the day ends, they are expected to check in at the Main Office. All tardies clear every 9 weeks.

Unexcused Absences: If a student is more than 20 minutes late to class, they will be marked absent. If the absence is not excused through the Attendance Office within 48 hours of the absence, the absence will be considered unexcused.

Bell Schedules

TUALATIN HIGH SCHOOL BELL SCHEDULES

REGULAR SCHEDULE	
PERIOD	TIME
1 / 5	9:00 - 10:27
1ST LUNCH 2B / 6B	10:34 - 11:05 11:10 - 12:37
2A / 6A 2ND LUNCH	10:34 - 12:01 12:06 - 12:37
3 / 7	12:44 - 2:11
4 / 8	2:18 - 3:45

20-MINUTE SCHEDULE (3RD EXTENDED)	
PERIOD	TIME
1 / 5	9:00 - 10:22
1ST LUNCH 2B / 6B	10:29 - 11:00 11:05 - 12:27
2A / 6A 2ND LUNCH	10:29 - 11:51 11:56 - 12:27
3RD: EXTENDED	12:34 - 12:54
3 / 7	12:54 - 2:16
4 / 8	2:22 - 3:45

30-MINUTE SCHEDULE (ASSEMBLY)	
PERIOD	TIME
1 / 5	9:00 - 10:18
1ST LUNCH 2B / 6B	10:25 - 10:56 11:01 - 12:19
2A / 6A 2ND LUNCH	10:25 - 11:43 11:48 - 12:19
3RD: ASSEMBLY	12:26 - 12:55
3 / 7	1:02 - 2:20
4 / 8	2:27 - 3:45

2-HOUR LATE START	
PERIOD	TIME
1 / 5	11:00 - 11:59
1ST LUNCH 2B / 6B	12:03 - 12:33 12:37 - 1:36
2A / 6A 2ND LUNCH	12:03 - 1:02 1:06 - 1:36
3 / 7	1:40 - 2:39
4 / 8	2:44 - 3:45

Bias Incidents [\(TTSD Student Rights & Responsibilities Handbook - page 18\)](#)

TTSD aligns with the Oregon Department of Education's administrative rule, All Students Belong, that recognizes "student health and safety are the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence."

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

"Bias Incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. The district strictly prohibits bias incidents at all times.

TTSD has developed clear expectations regarding Bias Incidents and Hate Speech. Therefore, any report about hate speech should be taken seriously so that an investigation can take place following the Anti-Bias Education, Accountability for Implementation, Solutions, and Healing (E.A.S.H) plan with fidelity.

If a situation arises, we will respond immediately:

1. The staff member that hears the comment or the report of the comment **will immediately take action** by involving the dean of students/associate principal/principal/counselor.
2. The staff member will quickly and privately explain the situation.
3. The principal, associate principal, counselor or dean will immediately talk with the person that was harmed privately to determine what they need. This could include removing the person who said the hateful speech from class or removing the person that was harmed from class, depending on their preferences. In most cases, they would immediately be separated, one way or another, to reinforce safety for the person that was harmed.

Next steps (associate principal/dean/principal):

1. If the situation is unclear, immediately verify the details.
2. Call the family of the person that was harmed immediately.
3. Investigate. Speak with the person that was harmed first and then the student who said the hateful comment. Be mindful of the fact that this is potentially re-traumatizing the student and respond accordingly.
4. Circle back with the person that was harmed and their family. Make a plan for addressing this situation that centers on what they need and includes a plan to address the needs of the person who said the hateful comment.
5. The Dean, associate principal, or principal calls the family of the person who said the hateful comment. Explain the comment and the process that was followed. Explain the rationale for the actions and all of the components of the re-teaching. Refer to the “re-teaching” points for language to use with families.
6. Explain consequences for the originator and follow through.

Possible actions/consequences:

- Restorative conversation with both students
- Plan to keep the person that was harmed safe by separating the students
- Disciplinary action OSS for a minimum of 2 days

(The incident will be documented under Harassment in Synergy)

Resources

- [ACB - Every Student Belongs Policy](#)
- [GBB/JBC - Bias Incidents and Hate Speech Policy](#)
- [GBB/JBC-AR\(1\) - Bias Incident Complaint Procedure](#)
- [ACB-AR Bias Incident Complaint Process](#)
- [TTSD Guidance for Political and Social Expression](#)

Bus Routes ([TTSD Student Rights & Responsibilities Handbook - page 21](#))

A copy of the school bus schedule that includes the location of designated stops is available on our [website](#). School bus problems should be referred to the transportation office at (503) 372-5704. You may obtain a copy of the TuHS bus routes and schedule in the Main Office at the Reception desk or by clicking on the school website.

Closures - School

Sign up for Flash Alert notifications on the district website. [TTSD Flash Alert](#)

Parents and students are asked to sign up for Flash Alert and or call the District Office (503) 431-4000 for information about school closures or late openings, instead of calling the school. For questions regarding school bus service on snow days, call STA (503) 372-5704. Snow bus schedules are posted on the district (and Tualatin High) websites. In addition, many local television stations carry school closure information.

In the event of school closures due to weather or other unpredictable phenomena, please check Flash Alert.

Confiscated Items

Inappropriate items confiscated from students will be held and, if requested, returned to a parent.

Consequences/Sanctions

Please refer to the [TTSD Student Rights & Responsibilities Handbook - pages 33-58](#).

Counseling Assignments

Theresa Kauman	A-CI	Audrey Zarrinkhat	Lo-N
Jazmín Chávez	Co-Go	Sada Dewey	O-Sc
Daisy Santana	Gr-Li	Meagan McBride	Se-Z

Cyber Bullying ([TTSD Student Rights & Responsibilities Handbook - page 29](#))

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, bully, or otherwise intend to harm another individual. Cyberbullying also includes using electronic communication to substantially disrupt the educational environment.

Dances

This policy aims to ensure that school dances, such as Homecoming, Winter Formal, and Prom, are enjoyable, safe, and dignified events for all Tualatin High School (TuHS) students. It outlines expectations for student behavior and procedures for bringing guests.

Eligibility to Attend

1. **High School Students Only:** Dances are exclusively for TuHS students. Guests in grades 9-12 must obtain a guest pass cleared through the main office at least two weeks before the dance.
2. **Age Restriction for Guests:** No guest passes will be issued for individuals 21 years or older.
3. **Verification Required:** All attendees, including guests, must present a valid photo ID with a birth date. TuHS students must present a valid ASB/TuHS Student ID.
4. **TTSD Students:** Tigard-Tualatin Virtual Academy (TTVA) and Creekside Community High School (CCHS) students who live within the TuHS boundary must obtain a guest pass through their school's Principal. Eligible TTVA/CCHS students may request one guest pass (see Guest Passes section).

Behavioral Expectations

1. **Infractions:** Students with behavioral infractions within 30 days of a dance may be ineligible to attend. Infractions include, but are not limited to, violations of conduct, academic integrity, and respect for persons/property.
2. **Behavioral/Attendance Contracts:** Students on contracts must comply with all conditions. Non-compliance may result in exclusion from the dance.
3. **Review and Notification:** Administration will review infractions and notify students of ineligibility in writing.

Guest Passes

1. **Application Process:** Guest passes are required for non-TuHS students. TTVA and CCHS students within the Tigard HS boundary must attend with a TuHS student and complete a guest pass.
2. **Submission Deadline:** Applications must be submitted online or via school email no later than two weeks before the dance.
3. **Approval:** All guest applications are subject to approval by school administration. Guests must adhere to behavioral standards.
4. **Attendance at Dance:** Guests must be accompanied by their host TuHS student.

Attendance Policy

1. **No Re-Entry:** Students cannot return to the dance after leaving.
2. **Late Admittance:** No admittance one hour after the start of the dance or 9 pm, whichever is later.
3. **No Bags:** Bags, handbags, clutches, backpacks, and coats are not permitted in the dance. A bag/coat check will be provided.

Compliance Consequences

- Non-compliance may result in exclusion from the dance or other disciplinary actions. Dance infractions could lead to exclusion from the graduation ceremony.

Dangerous Objects

Skateboards, baseball bats, and lacrosse sticks are not to be used or carried on campus and must be in a locker or checked in with your coach or office staff for appropriate storage before the school day begins.

Deliveries

We ask that you do not have anything delivered to the high school unless it is of an urgent nature.

Flowers, candy, and other gifts should be delivered to the home. We do not take responsibility for items delivered to students at the high school. Items that do arrive are available to students only after the school day.

Latex balloons are not allowed in the building. Food deliveries from third-party apps (UberEats, Doordash, Grubhub, Postmates, or restaurants) are not allowed.

Display of Affection

Public displays of affection beyond common social gestures in the school or on campus are not considered acceptable.

Dress Code ([TTSD Student Rights & Responsibilities Handbook - page 18](#))

Students have the RIGHT:

- To dress and groom according to their choice consistent with the goals and purposes of the educational environment.

Students have the RESPONSIBILITY:

- To dress and groom so the teaching/learning process is not disrupted.
- To be dressed, groomed, and clean so that a health/safety issue is not created. Articles of clothing that advertise illegal activities or promote the use of alcohol, tobacco, or drug products, promote acts of violence and/or intimidation, or that display sexually suggestive words or pictures are not permitted in school since they contradict the mission and curriculum of the district. Any items which are commonly considered evidence of membership or affiliation with any gang are also prohibited.
- For school safety and clear identification of everyone inside the school building, sunglasses are not to be worn in the building.

Drugs and Alcohol ([TTSD Student Rights & Responsibilities Handbook - page 33](#))

1. Possession, solicitation, or being under the influence of alcohol or controlled substances, chemicals, or unauthorized medication, or possession of drug-related paraphernalia will result in suspension pending completion of the Wellness Plan.
2. Distribution attempted distribution or delivery of alcohol or drugs, or look-alikes may result in the school administrator automatically filing for a change of placement.

First Offense (Possession/Use):

The Associate Principal may:

1. Notify the appropriate law enforcement/juvenile agency.
2. Notify the parents/guardians of the student's offense and request an immediate conference with them.
3. Suspend the student for a maximum of 10 days.

Suspension may be served as an in-school suspension at the discretion of the school administrator. The suspension will end and the student may return to school under the following conditions:

- The student completes a drug and alcohol assessment by a certified alcohol and drug counselor which must be made available to the school within five days.
- The student completes an in-school drug and alcohol prevention program including an alcohol and drug education module, a family meeting with an alcohol and drug specialist and an individual plan is developed to assist the student in remaining drug-free.
- The student has a re-admit conference with the school administrator.
- The student and parents/guardians agree to follow the recommendations of the drug and alcohol assessment. If treatment is recommended, the student must comply with any and all regulations. Failure to follow the program may initiate the recommendation for expulsion. At the re-admit conference, the results from the drug and alcohol assessment will be discussed. All mid-day class release and lunch release may be revoked. A student may be required to submit to random urine analysis tests (UA's) for a specified period of time. A student may be required to check in up to 3 times per day with school personnel. If the conditions are not completed, a recommendation for expulsion may be initiated.

Second Offense The district will follow the same procedures as set forth for a first offense with additional alcohol and drug prevention and education requirements. The school administrator may assign additional

consequences. The school administrator may make an expulsion recommendation. Any offense that occurs after 36 months of a first offense shall not be recognized by the district as a second or subsequent offense. Distribution, attempted distribution or delivery of alcohol or drugs or look-alikes may result in the school administrator filing for expulsion. A student may be recommended for expulsion or be suspended with a requirement to complete an intervention plan determined by district administration. Exceptions to District policy regarding drugs or look-alikes as used in dramatic productions, classroom instruction, or school clubs/activities are only permitted pursuant to prior arrangements, written permission, and under direct staff supervision. Additional procedures and guidelines regarding alcohol, marijuana, and other drugs are listed in separate school board policies. In addition, further guidelines applying to the student activity program are listed in the various program handbooks (Examples: Athletic Handbook and Band Handbook).

Electronic Devices ([TTSD Student Rights & Responsibilities Handbook - page 24](#))

Students have the responsibility to ensure their communication devices (phones, tablets, smartwatches, earbuds, etc.) do not disrupt the learning environment. **All cell phones and electronic devices must be off and put away at the beginning of each class and remain off throughout the duration of class.** Cell phones should be out of reach, out of sight and unable to be heard during class time. This also means that students may not take phones into the hallways or bathrooms, staff offices, or other areas **while classes are in session.** Cell phones must be silenced and away during class time. If parents need to contact students during the school day, they should call the office and a note will be delivered to students.

Students may have access to their phones during lunch and passing times only. Students are not allowed to record others, take pictures of others (students or staff), and/or share or post without the other's consent. If this occurs, the school will respond, including contacting the involved student's family to provide appropriate support and follow up.

Furthermore, students who film staff or other students, without permission and/or share those videos, or photos, on social media or with other peers can create harm for members of our learning community. Students who film and share photos or videos that portray students in a negative or harmful way will be subject to disciplinary actions along with continued education and support.

Consequences for Electronics/Cell Phone Expectation Violation

1. **First Offense:** The phone is confiscated and held for student pick-up at the end of the day. The student must sign the phone policy, and parents are notified by the main office.
2. **Second Offense:** The phone is confiscated and must be picked up by a parent at the end of the day. Additionally, a sanction will be assigned.
3. **Third Offense:** The phone is confiscated for parent pick-up, a sanction is assigned, and the student will be placed on a **cell phone check-in/check-out protocol** in the main office for one week
4. **Fourth and Subsequent Offenses:** Progressive discipline will apply, which may include multiple sanctions, **In-School Suspension (ISS)**, an extended phone check-in/check-out protocol, family meetings, and other interventions as needed

Family Partnership Opportunities

Family Partnership (formerly Conference) days will occur in November. More information and details will be shared at a later date.

Fees

Fees for the current year are as follow:

I.D. Replacement Card - \$5

ID cards are required for all students and must be carried at all times.

Student Activity Sticker (ASB) - \$30

The activity sticker/card entitles the student to free admission to both home and away league games, and reduces dance admissions. It also allows students the privilege to hold class office.

Yearbook

Price - \$60 and can be found in the online store until early April.

Parking - \$50

Pass for student parking in the South Lot. Overflow parking at a nearby church will be free but requires registration and a parking pass as well.

Food and Drink ([TTSD Student Rights & Responsibilities Handbook - page 31](#))

Breakfast and lunch are free to all students daily. Students are offered a variety of complete meals for free or may purchase items individually. Checks and cash may be deposited into the student's lunch account. Parents may also fund school lunch by going online to [LINQ Connect](#) Families may additionally apply for the free and reduced lunch programs for additional services by going to [LINQ Connect](#).

Gambling

Gambling is not allowed on school grounds, at school-sponsored activities, or on field trips.

Gangs and Hate Groups ([TTSD Student Rights & Responsibilities Handbook - page 15](#))

Organizations or groups that advocate hatred, discrimination, or intimidation are unacceptable and are prohibited by ORS 339.885.

Grading System

The following describes criteria for scholastic marks;

A	= Superior/Exceeding standard	Mastery of skills and content
B	= Above Average/Meeting standard	Minimum requirements significantly exceeded
C	= Average/Approaching standard	May have a blend of meeting and exceeding minimum standards
D	= Below Average/Below Standard	Fulfills most minimum expectations and standards
NG	= No evidence/not passing	Minimum requirements not met and lack of competence demonstrated
P/WD/W/NG		May be considered in exigent circumstances with admin and teacher approval

Graduation ([TTSD Student Rights & Responsibilities Handbook - page 7](#))

Students must be in a schedule that will move them toward graduation with the completion of 26 required and elective credits. Please refer to the [TuHS Academic Planning Guide](#) for more information.

e-Hall Passes

It is expected that all students have an e-hall pass when they are outside of the classroom during class time.

Harassment ([TTSD Student Rights & Responsibilities Handbook - page 29](#))

Harassment includes antagonizing another student either verbally, in writing (on paper or electronically), or by physical contact. Bullying includes creating a hostile environment and interfering with a person's psychological well-being. Harassment and bullying will not be tolerated and should be reported to school staff or anonymously through [SafeOregon](#) immediately.

Homework Assignments for Extended Absences

Absences must be excused within 48 hours. When a student misses school due to illness and is well enough to do homework, please check the teacher's Canvas or contact teachers directly through email for missed assignments. (A staff directory is available on the school website.)

Honors Cord

This program recognizes those students who complete a comprehensive program of honors-level courses while attending Tualatin High School. Please refer to the [Academic Planning Guide](#) for Honors Cord criteria for your grade level.

ID Cards

ID cards are mandatory for the following:

- Admittance to dance
- Internet use
- Library check-out
- Lunch release for juniors & seniors
- Replacement cards - can be obtained for a \$5.00 charge, paid to the bookkeeper, and taking the receipt to our Main Office Receptionist to get your card.

Illness

Students should go to the Health Room located in the Student Services office if they are feeling ill. Since cell phone use is not allowed during class, students are expected to go to the Health Room to contact parents. Students can contact parents from the Health Room.

Interscholastic Sports

FALL	WINTER	SPRING	CLUB SPORTS
Football	Basketball	Track	(Not sanctioned by OSAA)
Cross Country	Swimming	Baseball	Snowboarding
Soccer	Wrestling	Softball	Water Polo
Volleyball	Dance Team	Golf	Lacrosse
	Cheerleading	Tennis	Racquetball
			Skiing

Library Information

A student must have a current student ID card to check out books. Students need to pay for any lost library books and textbooks before they graduate or transfer to another school. The student will receive a full refund if the book is found.

Library Rules of Conduct

Please maintain a quiet atmosphere, follow technology guidelines, and House Rules.

Lost and Found

Lost and Found for small items located in the Main Office. It is cleaned out on the last Thursday of the month and most unclaimed items are donated to the Caring Closet.

Lockers

Lockers will be assigned automatically to all incoming freshmen. All other locker requests will be assigned by request. Locker assignments will be available on StudentVue under the Student Info tab. Lockers are the property of the school and will be inspected by school officials periodically during the year to remove material that is potentially hazardous or illegal, and/or to reclaim missing school property. Please leave valuables and/or money at home.

Medication ([TTSD Student Rights & Responsibilities Handbook - page 31](#))

Often students need medications prescribed by the doctor. All prescriptions /medications must be checked in through the Health Room. Required paperwork will need to be completed and filed in the TuHS Health Room. Non-prescription over-the-counter medication, i.e. Advil, Tums, Tylenol, may be carried in the original container in an amount not to exceed a 1-day supply.

Off-Campus

TuHS is a closed campus. The only exception is for juniors and seniors who have a parent-signed Lunch Release Form on file that can be given to them by their counselor. All other students must remain on campus throughout the school day, including lunch.

Parking

\$50 parking permit fee for student parking in the South Lot. This parking permit entitles students to park in an assigned spot in the South student lot and must be used **ONLY for cars registered to students or their parents. Students applying for a parking pass must have a vehicle to drive to school regularly by September 1 of the school year. Parking passes are non-transferrable (may NOT allow other students to park in your spot at any time).** Violations can result in fees and loss of parking privileges. The parking fees are used to clean, maintain, and improve the parking areas. A parking fine of \$30 may be applied to illegally parked vehicles.

Seniors will be assigned first (until August 30, 2024) and Juniors will be assigned a parking spot by lottery. **We cannot guarantee a parking spot for all students.** Sophomores are not provided parking passes. Parking passes are necessary for parking at the student (south) parking lot and the overflow parking at a nearby church. No student parking will be allowed anywhere else on campus. No student parking will be allowed in neighborhoods in the area and will be subject to ticketing. **Sophomores or Juniors who park on campus without a parking pass will receive a warning. After the third offense (warning + \$30 fine + \$30 fine), students will not be issued a parking pass the following year.**

1. All **VEHICLES**, including motorcycles, parked on or near the school grounds must be registered with the school.
2. Seniors will have priority first and Juniors will be assigned a parking spot by lottery. **We cannot guarantee a parking spot for all students.** Parking spots are assigned first come, first served for students who have submitted a registration application and payment **AND** did not have more than 3 parking offenses (warning + \$30 fine + \$30 fine) the prior school year.
3. A student must present the following in order to obtain a permit:
 - A valid Oregon Driver's License (**license must be issued before September 1, 2024**).
 - A current vehicle registration.
 - A current auto insurance policy.
 - A vehicle to drive to school regularly by September 1, 2024.
4. Parking permit fees will be added to student accounts through the online payment portal or payment can be made in person by cash/check to the bookkeeper by August 30, 2024.
5. Passes must be picked up and placed on cars prior to the start of school.
6. Students may not sit in parked cars in the parking lot at any time during the school day.
7. **Violations of school rules, including but not limited to, reckless driving, leaving campus without permission (9th & 10th graders leaving at lunch, students skipping, etc.), and transporting students during school time, may result in not being allowed to park in the school parking lot for the remainder of this school year and affect the eligibility of applying for a parking spot in the following school year.**
8. Vehicles parked on campus are subject to search.
9. Maintain satisfactory attendance (**at least 90% attendance**), or your parking permit may be revoked. Revoked passes will be re-assigned to seniors or juniors via the lottery.
10. There must be no speeding or any form of reckless driving on school property. All vehicles must be driven below 10 miles per hour.
11. General student parking is in the south lot. Student cars parked anywhere else may be fined or towed. Parking fines are \$30. Towing may be upwards of \$100. Inappropriate parking includes, but is not restricted to:
 - parking in the staff, visitor, or pool area
 - parking in reserved area (without office approval)
 - parking in a designated handicapped space
 - parking in a fire lane
 - parking next to painted curb
 - parking in driveway/entrance

12. Cars illegally parked are subject to the following:
 - 1st Offense: Warning;
 - 2nd Offense: \$30 parking fine.
 - **Loss of parking privileges** may result from patterns of excessive tardiness or unexcused absences. Any student, who has 10 or more single period, unexcused absences at any time during the school year, will have his/her parking privileges revoked.
13. Tigard-Tualatin School District is not responsible for any student property that is lost, stolen, damaged, or destroyed. This includes student's vehicles and the contents of those vehicles. Tigard-Tualatin School District provides fee-parking areas for student convenience. However, the payment of fees does not indicate, in any way, that Tigard-Tualatin School District assumes any responsibility for safekeeping of a student's vehicle or the contents of that vehicle.
14. Having an Oregon driving permit does **NOT** guarantee a parking spot.
15. TuHS is not responsible for lost or stolen passes. No refunds will be given. A \$50 replacement fee will be charged for a lost or stolen parking permit.

Pictures

School pictures are taken in the fall. A picture must be taken of each student for a TuHS Student ID Card. The ID pictures are used for school safety, identification and publications. For that reason, ID pictures need to be an accurate representation of the student. Picture packets are available through the photographer or packages can be purchased online <https://www.dorianstudio.com/> Any questions or concerns about the picture packets should be addressed to Dorian Studios at 1-800-826-3535.

Posters/Advertisements

Any signs, posters, or advertisements in the halls must have prior administrative approval. There is a community bulletin board next to the Main Office for non-profit organizations.

Schedule Changes

There are three acceptable reasons for making schedule changes:

1. Student has been assigned to the wrong level of a course.
2. Students have a hole in their schedule.
3. Student is missing a core class.

Counselors will not change student schedules because students have changed their mind about a class, want a different teacher, a different lunch, or to be in classes with friends. Schedules were built upon course selection information; in order to hold to the integrity of the course selection process, we will refer to a student's course selection sheet along with their schedule change form. Counselors have already made every effort to give each student a full schedule.

School Resource Officer ([TTSD Student Rights & Responsibilities Handbook - page 27](#))

This position is filled by a police officer from the Tualatin Police Department who occupies an office at Tualatin High School. The officer in this position is available for teaching classes and conducting seminars. The officer helps with the enforcement of the school rules and regulations as well as enforcing all federal, state, county, and city laws. In addition, the officer assists with school and neighborhood security.

Search and Seizure ([TTSD Student Rights & Responsibilities Handbook - page 26](#))

There are several circumstances where school personnel may need to search students or their possessions based on reasonable suspicion. These may include students leaving campus unauthorized or other out-of-bounds areas, including sports fields, multiple students using a single-use stall or restroom, physical symptoms and/or signs of intoxication, or staff/student reports. When reasonable suspicion exists, District officials may search a student's or student's person and property, including coats, backpacks, electronic devices, motor vehicles, or other property. Student lockers, computers, and computer files are school district property subject to random search. There is no stated or implied right to privacy in the case of District property used by students. School officials have the right under the same authority to search, including the use of metal detectors and breath analyzers, any student and personal belongings if the officials have reason to believe that the search will reveal evidence of a violation of laws or school rules. District officials may seize any item which is evidence of a violation of law, District policy or rules, or which the possession or use is prohibited by law, policy or rules, or disrupts the educational environment.

Students will be notified that a search of his or her property or school property in use by such students has occurred and will be notified of any evidence or prohibited item(s) seized. When school officials believe it is in the best interests of the safety of the students or the general welfare of the school, a search will be conducted without the student present.

Students have the responsibility to cooperate with school staff and should understand that they are not allowed to bring upon school premises, dangerous weapons, unlawful drugs or other prohibited substances or items, constituting a potential threat to the health or safety of any person. **This includes any "look-alikes" of the above mentioned prohibited items.**

Reasonable suspicion arises from specific facts which create a suspicion that there has been a violation of a District policy, school rule or the law. Administrators may question students at any time regarding potential violations of school or District rules, policies, or procedures. Students are expected to respond truthfully to questions and support the District's efforts to maintain a safe and healthy environment for all students, staff, and community members. Law Enforcement: If it is necessary for law enforcement officers (including School Resource Officers acting outside of their school resource duties) to interview, detain, or take into custody a student, school personnel are responsible for cooperating with, and making it possible for, law enforcement officials to interview students on school premises. Ordinarily, the principal or staff member may be present during an interview of a student by police. Exceptional circumstances may make this inappropriate. Upon a request from the student, or if the officer insists that the circumstances of the investigation make such a presence inappropriate, a staff member should not be present. It is the responsibility of a law enforcement officer who wishes to interview a student at school for law enforcement purposes to contact that student's parent or guardian in order to obtain advance authorization for the interview.

Serious Offenses ([TTSD Student Rights & Responsibilities Handbook - page 33](#))

The infractions of school regulations listed below are serious and may be cause for immediate suspension with possible recommendation for expulsion or alternative placement:

1. Unprovoked assault.
2. Open acts of defiance or disrespect toward teachers or other school staff.
3. Profane, obscene, abusive language or actions toward teachers or other school staff.
4. Evidence of drinking, alcohol, or possession of illegal/unauthorized drugs or narcotics in any form.
5. Sale or distribution of a narcotic, illegal/unauthorized drug, or alcohol.
6. Theft of school or personal property.
7. Malicious destruction of, or damage to, school or personal property.

8. Setting of fires, setting off false alarms, bomb threats, use or possession of explosives, guns, or other potentially dangerous instruments.
9. Vandalism
10. Refusal to identify self to school staff when on school grounds or at school-sponsored activities.
11. Violation of campus/bus policy regarding smoking or use of tobacco.
12. Leaving school premises without permission.
13. Fighting, intimidation, harassment, or threat of harm to others.
14. Disturbance or disruption of a class, assembly, school activity, or in the cafeteria.
15. Failure to obey bus regulations.
16. Failure to obey campus parking and motor vehicle regulations.
17. Sexual/racial harassment.
18. Threats toward students and staff.
19. Contributing to an unsafe environment i.e. to watch a fight as a spectator, fake fighting or eluding school officials.

Sexual Harassment ([TTSD Student Rights & Responsibilities Handbook - page 27](#))

Any form of sexual harassment or sexual violence will not be tolerated at Tualatin High School. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or physical or verbal conduct or communication of a sexual nature. Any incident should be reported immediately to an administrator or use [SafeOregon tipline](#).

Student Government

The student government is made up of class officers and affinity group representatives, who are elected in the spring for the following year. ASB has various committees which are active throughout the year. Examples are: Spirit, Activities, Unity, Communications, Outreach, and Services.

Announcements in the newsletter and on social media will alert students as to when and how to participate in dances, spirit days, and other school activities.

TuHS students who hold an elected office are expected to follow all school rules and regulations. Violation of the Student's Rights and Responsibilities Handbook or Tualatin High School Student Handbook by a leadership student will result in discipline from the administration and shall result in removal from office.

Suspension Procedure ([TTSD Student Rights & Responsibilities Handbook - page 56](#))

1. The student is informed of the alleged infraction. The student will have the opportunity to present his/her views of the situation. At this time, the reason(s) for the action and the length and beginning time of the suspension will be explained. The student is suspended from all school-related activities as well as the regular school day.
2. Parents are notified by phone and oftentimes meet with an administrator regarding suspension, reasons for the action, length of the suspension, the beginning time of the suspension, the conditions for the reinstatement, and appeal procedures, where applicable. The administrator may also request that the parents and student attend a re-entry conference with appropriate school officials. School work may be made up. The student will have the number of days of the suspension plus two days to make up the work for full credit.

Teacher Assistants

Students may enroll as assistants in various departments. A student may be enrolled as an assistant for only one period a day and receive no more than two credits as an assistant toward the total required for graduation. Refer to the [Academic Planning Guide](#) or your counselor for additional information. This is a “pass/no grade” class.

Technology

- **2.1 General Precautions** “When students are issued a device to take home (vs. left in a classroom cart), the charger should remain at home, and the device should accompany the student to and from school every school day, fully charged. (Handbook Page 34)
- **3.1 Devices Left at Home** “If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. This may require extra homework in order to catch up. It is the responsibility of the STUDENT, and not the teacher, to complete missed work.” (Handbook Page 35)
- **3.6 Photos/Video Taken With Device** - “Students may not take photos or video of other students, staff, or anyone without their permission. (Handbook Page 36)
- **3.8 Home Internet Access** “Students are allowed to connect to other wireless networks through their device settings. TTSD filter will be forced on the device regardless of the network in use. Students will be required to log into the TTSD filter when on any network other than the TTSD network. Personal usernames and passwords should NEVER be shared.”
- **6.5 Device Care** “Only labels or stickers applied by the Tigard -Tualatin School District administration may be applied to the device.
- **8.0 Cost for Damaged, Lost or Stolen Devices** “Any breakage, loss or damage needs to be reported to school personnel as soon as discovered or at the start of the school day if the incident occurred at home. Incidents of neglect or irresponsible behavior leading to the damage and/ or loss of a device and equipment including cases and power cords/adapters are the parent’s responsibility.”

Testing - College

The PSAT for 11th graders is offered in the Fall. Information will be emailed to Juniors.

To register for the SAT go to www.sat.collegeboard.org. For ACT testing go to www.actstudent.org. You can also visit the Counseling Office or Career Center for more information regarding registration and test dates.

If you are a student athlete who is considering playing athletics at the collegiate level, you will need to register with the NCAA at www.ncaaeligibilitycenter.org.

Threats to Students & Staff ([TTSD Student Rights & Responsibilities Handbook - page 47](#))

Any behavior that threatens harm to another individual will be viewed as a serious offense. Threatening behavior could include physical actions or verbal comments that imply intent to harm another and may result in an expulsion hearing.

Tobacco

Students have the responsibility not to use tobacco, either smoking, vaping, or chewing. ORS 167.400 states: “It is unlawful for any person under 21 years of age to possess tobacco products...” No students may possess, use, sell, or distribute tobacco in any form on any school grounds, at school-sponsored activities, or in school-provided transportation. The school board has established the Tigard-Tualatin School District as tobacco-free for all staff and students (Board Policy GBK.) Any violation will result in appropriate disciplinary action. District policy requires a minimum one-day suspension for students caught using tobacco products on school property. Students may be cited with MIP (Minor in Possession.) E-cigarettes fall under the tobacco policy.

Valedictorians

VALEDICTORIAN REQUIREMENTS: The Honors Cord student with the highest unweighted GPA and no courses being taken as Pass/NG (except for classes that only offer Pass/Fail grading, i.e., Teacher Assistant), will be designated the Valedictorian of the class. Grades will be verified one month prior to graduation to ensure excellence, through all coursework. Please refer to the [Academic Planning Guide](#) for more information.

Visitors

All visitors must report to our Reception Office during school hours. Young adults or students from other schools are not permitted to visit the building during the school day. Safety, security, and the maintenance of a productive learning environment are the primary concerns. Visitors wishing to attend a class that is in session must seek prior approval from the school administration 24 hours in advance.

Weapons or Look-Alikes ([TTSD Student Rights & Responsibilities Handbook - page 46](#))

Possession of, threatening to use, or actually using a weapon or simulated weapon (including “look-alikes”), explosives, firecrackers, or other items capable of producing bodily harm is not permitted on campus or at school events. Possession of a dangerous weapon in a school building or on school grounds is a felony offense (ORS 166.370). Such objects will be confiscated and legal authorities will be notified. Students will be subject to disciplinary action in accordance with the Student Rights and Responsibilities Handbook and Tualatin High School Student Handbook.

Who to Contact

Area	Contact Person	Location	Phone
Absences	Attendance	Main Office	(503) 431-5630
Activities/Clubs	Jessica Fontaine	Room N201	(503) 431-5728
Alternative Schools	Russ Romas	Creekside Community High School	(503) 431-5808
	Jennifer DeWolfe	Tigard-Tualatin Virtual Academy	(503) 431-3738
Announcements	Rachel Factora	Receptionist	(503) 431-5600
Athletics	Ellie Combs	Athletic Office	(503) 431-5660
Auditorium	Jennifer Hunter-Tindle	Auditorium	(503) 431-5701
Band	Reggie Stegmeier	Band Room- Studio classroom	(503) 431-5706
Bookkeeper	Erika Flores	Main Office	(503) 431-5613
Building Use	Rachel Factora	Receptionist	(503) 431-5600
Cafeteria	Chad Karver	Kitchen	(503) 431-5612
Career Center	Kathy Stallcamp/Jen Butts	Career Center	(503) 431-5652
CE2	Matt Hamilton - Gwyn Glackin	CE2 Room	(503) 431-5675
Choir	Andrew Bergh	Choir Room	(503) 431-5705
Dean of Students	Valerie Brown	Main Office	(503) 431-5667
Fees/Fines	Erika Flores	Bookkeeping	(503) 431-5613
Fire Drills	Nathan Stanley	Main Office	(503) 431-5606
Free & Reduced Info	Nutrition Services	Nutrition Services	(503) 431-4103
Health Room	Kristie Bullock	The Den	(503) 431-5690
International Baccalaureate	Shem Malone/Lisa Lacy	Room 213	(503) 431-5713 (503) 431-5751
ID Picture/Card	Rachel Factora	Receptionist	(503) 431-5600
Library	Jessica Twede	Library	(503) 431-5650
Lockers	Attendance- Carina Barajas	Main Office	(503) 431-5630
Lost & Found	Damian Madrigal-Estrella	Custodial	(503) 431-5611

Newspaper	Lisa Lacy	S206	(503) 431-5751
ParentVue	Linda Trent	Counseling	(503) 431-5603
Parking	Nina Goodell	Main Office	(503) 431-5604
Proof of Enrollment	Sydney White	Counseling	(503) 431-5620
Psychologist	Kayla Worley	Counseling	(503) 431-5605
PSAT Testing	Sada Dewey	Counseling	(503) 431-5623
Registrar	Sydney White	Counseling	(503) 431-5620
Schedule/Courses	Counselors	Counseling	(503) 431-5422
School Records	Sydney White	Counseling	(503) 431-5620
Security	Zach Cooper	Security	(503) 431-5638
Special Education	Jeff Prescott	Room 50	(503) 431-5679
ASB Stickers	Erika Flores	Bookkeeper	(503) 431-5613
School Resource Officer	Brian Miller	125	(503) 431-5595
Swim Center		Swim Center	(503) 431-5655
Technology	Josh Bern	Library	(503) 431-5663
Theater	Jennifer Hunter-Tindle	Auditorium	(503) 431-5701
Transcripts	Linda Trent	Counseling	(503) 431-5603
Yearbook	Scott Hohman	Room 110	(503) 431-5738