

Hillsboro School District

Middle School



**Evergreen
Middle School**



**J.W. Poynter
Middle School**

Parent-Student Handbook

2025-26



**R.A. Brown
Middle School**



**South Meadows
Middle School**

Evergreen
Middle School
456 NW Evergreen Rd
Hillsboro, OR 97123-1822
503-844-1400

J.W. Poynter
Middle School
1535 NE Grant St
Hillsboro, OR 97124-3421
503-844-1580

R.A. Brown
Middle School
1505 SE Cornelius Pass Rd
Hillsboro, OR 97123-6727
503-844-1070

South Meadows
Middle School
4690 SE Davis Street
Hillsboro, OR 97123
503-844-1220

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Principal Welcome

August 2025

Dear HSD Middle School Students and Families,

Welcome to Middle School! The staff at each of our schools is very excited about the coming year and has designed lessons, activities, and opportunities to help all of our students be successful during 7th and 8th grades!

Middle School is an exciting time as there are many developmental changes for students; conversely for many parents, it can be a nerve racking time of uncertainty while their adolescent navigates these changes. While students will often look to gain independence from their parents in these middle years, educational research supports that parental involvement during the middle years is critical for student success, both socially and academically. We believe that the parent is the most important teacher and we hope you choose to visit our school this year.

We recommend to parents that you bookmark your website and check it weekly:

Evergreen Middle School www.hsd.k12.or.us/evergreen

J.W. Poynter Middle School www.hsd.k12.or.us/poynter

R.A. Brown Middle School www.hsd.k12.or.us/brown

South Meadows Middle School www.hsd.k12.or.us/southmeadows

Our websites are updated on a regular basis and includes information on grade reporting, homework, school announcements, parent/student resources and much more. You can find most answers to your questions on our website including a list of staff contacts. Synergy, our online student database, has a ParentVue module which enables parents to view grades. Grades are usually updated once a week, but vary depending on the teacher. Synergy should also provide you with a link to teacher websites.

In the following pages of our Parent/Student Handbook you will find the answers to questions that you may have about school programs, policies, and procedures.

We'd like to highlight several areas for parents to read over with their child:

1. Attendance Policies
2. Dress Code and Electronics Policy
3. Lockers

The handbook includes an overview of our schoolwide approach to encouraging positive behavior and character development. Our goal is to create a safe, respectful, and responsible learning environment where all students can thrive. Throughout the year, students will take part in lessons-particularly during Advisory-that help reinforce these values and support positive decision-making. You'll find details in the handbook about our behavior expectations and how we work together as a school community to support them. We encourage you to review the handbook with your child, talk about it together, and keep it handy as a reference during the school year.

Let's have a great year together!

Sincerely,

The HSD Middle School Principals

Kevin Hertel
Evergreen MS
Go Eagles!

Jeremy Corwin
J.W. Poynter MS
Go Patriots!

Andrew Bekken
R.A. Brown MS
Go Panthers!

Chris Benz
South Meadows MS
Go Hawks!

Calendars

Please check the school websites and the District website at www.hsd.k12.or.us for updates on the school schedule and activities throughout the year.

General Middle School Information

Evergreen Middle School

456 NE Evergreen Rd

Hillsboro, OR 97124

Phone: 503-844-1400 Fax: 503-844-1402

Attendance Line: 503-844-1404

Administration

Principal

Kevin Hertel

hertelk@hsd.k12.or.us

Assistant Principal

Matt Nova

novam@hsd.k12.or.us

Dean of Students

Heidi Fuglevand

fuglevah@hsd.k12.or.us

Counseling

7th Grade Counselor

Eli Andrade

andradee@hsd.k12.or.us

8th Grade Counselor

Carol Anderson

andersoc@hsd.k12.or.us

Wellness Counselor

Ellis Wylder

wyldere@hsd.k12.or.us

J.W. Poynter Middle School

1535 NE Grant St

Hillsboro, OR 97124

Phone: 503-844-1580 Fax: 503-844-1583

Attendance Line: 503-844-1585

Administration

Principal

Jeremy Corwin

corwinj@hsd.k12.or.us

Assistant Principal

Jenny Taguchi

taguchij@hsd.k12.or.us

Dean of Students

Alex (Izza) Dye

dyei@hsd.k12.or.us

Counseling

7th Grade Counselor

Dana Marin

marind@hsd.k12.or.us

8th Grade Counselor

Michaelene Myers

myersmi@hsd.k12.or.us

Wellness Counselor

Anna Posthumus

posthuma@hsd.k12.or.us

R.A. Brown Middle School

1505 SE Cornelius Pass Rd

Hillsboro, OR 97123

Phone: 503-844-1070 Fax: 503-844-1071

Attendance Line: 503-844-1075

Administration

Principal

Andrew Bekken

bekkena@hsd.k12.or.us

Assistant Principal

Leslie Barnes

barnesl@hsd.k12.or.us

Dean of Students

Audrey Truesdale

truesdaa@hsd.k12.or.us

Counseling

7th Grade Counselor

Sarah Sullivan

sullivsa@hsd.k12.or.us

8th Grade Counselor

Kristy Brehm

brehmk@hsd.k12.or.us

Wellness Counselor

Junia Caley

Caleyj@hsd.k12.or.us

South Meadows Middle School

4690 SE Davis Rd

Hillsboro, OR 97123

Phone: 503-844-1220 Fax: 503-844-1221

Attendance Line: 503-844-1238

Administration

Principal

Chris Benz

benzc@hsd.k12.or.us

Assistant Principal

Melissa Carrillo-Field

carrillm@hsd.k12.or.us

Dean of Students

Devin Dye

dyed@hsd.k12.or.us

Counseling

7th Grade Counselor

Faith K. Valdez

valdezfa@hsd.k12.or.us

8th Grade Counselor

Juana Vera Rocha

verarocj@hsd.k12.or.us

Wellness Counselor

Miriam Miranda Diaz

mirandmi@hsd.k12.or.us

Address and Telephone Number Changes

It is extremely important that the office be notified immediately in the case of telephone or address changes. Our ability to contact parents in case of emergencies depends on the accuracy of the information.

After-school Activities

You can find information about after school activities on our school websites. We offer a variety of choices and as activities become available, there will be announcements at the school and sign-up papers in the main office. *Students who are not participating in an after-school activity may not ride the activity bus nor stay at school unless accompanied by their parent/guardian or with administrator permission.*

Arrival at School

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities. Supervision start times vary at each school between 8:00 a.m. and 8:20 a.m. until 3:30 p.m. after school.

Supervision does not include early morning times or following usual student departure unless students are present for a scheduled activity. Early arriving students may not be allowed in the building until their building supervision start time. Please encourage students to dress according to the weather if they need to wait outside.

Assignments/Homework

We believe that assignments and homework are a vital, necessary part of a student's learning experience. Each department and elective teacher will discuss specific expectations for their class. Please contact the specific teacher for any concerns related to assignments or grading. You can check your student's assignments and grades regularly on Synergy via ParentVue.

Attendance at Athletic Events

Middle School students will need to bring their student ID cards to enter Athletic Events. Parents are required to attend sporting events with their middle school student. Students attending athletic events at Hare Field or any HSD facility are reminded that they are to sit in the bleachers or in the grandstands. Students will not be allowed to walk around the track or loiter near the concession stands or at the north end of Hare Field. Each venue may have different off-limits areas that students must avoid. Students who attend an event for purposes other than to see the athletic events will be asked to leave.

Attendance Policies/Procedures

Regular attendance is essential to success in school. Students are expected to attend school every day and be in every class on time with learning materials.

It is the policy of the Hillsboro School District to provide the opportunity to make up assignments after excused absences. Students may not have grades lowered or denied solely on the basis of attendance or misconduct.

Students who are absent or tardy to school must report to the attendance office and carry a student pass to class. Parents are asked to call, send a written notification to the attendance office, or document in ParentVue to report a student's absence or late arrival to school. Students leaving school for the day must check out through the main office with a parent or guardian.

Below are simple steps to help if students do miss school:

What can Parents do?

1. Ensure students are in school daily.
2. Notify the attendance office by telephone or ParentVue, *within 48 hours of an absence*. During or after school hours, leave a message on the voicemail.
3. Send a written excuse upon your student re-entering school if you did not make telephone contact.
4. Notify the attendance office well in advance of any planned family activities that will result in a student's absence.

What can students do?

- Make every effort to be in class regularly and promptly.
- Make sure parents contact the attendance office regarding every absence.
- Be well informed of attendance policy and expectations.
- Contact teachers regarding make-up responsibilities after returning from an absence.

What is an excused absence?

1. Illness of a student (sickness or mental health)
2. Illness of immediate family member
3. Medical emergencies
4. Religious observances
5. Medical appointment
6. Court appointment
7. Suspension

Backpacks/Book Bags/Purses/Cinch Sacks/Hip Packs

Purses, backpacks, book bags, hip packs and laptop bags must be kept in the student lockers during the school day. Students are encouraged to leave all valuables at home and not to store them in their lockers or backpacks.

Bicycles/Skateboards/Roller Blades/Roller Shoes

Bike racks for students are provided to secure their bicycles. Students should put bikes into slots and chain the bikes with their own sturdy locks. Skateboards/scooters must be stored in designated storage area. The school does not take responsibility for bikes, skateboards, or scooters that are damaged or stolen. Students *may not ride skateboards, bikes, scooters or any motorized forms of transportation* on school grounds. No roller shoes (wheelies) allowed at school. They are subject to confiscation.

Cafeteria Guidelines

- Food and drink is permitted in the Commons/Cafeteria area of the building at breakfast and lunch only.
- Everyone cleans up after themselves and recycles when possible.
- The Commons, Library, and basketball courts (weather permitting) are open the last 10-15 minutes during lunch.
- Students in the Commons/Cafeteria must remain seated while eating lunch until their table is released.
- If you forget or lose your lunch, please see the cafeteria manager or an adult on duty to receive a lunch.
- The following areas are OFF LIMITS at lunch without a pass:
 hallways lockers Locker rooms
- See District section of this handbook for further information.
- Meal prices are set by Nutrition Services on a yearly basis.
- Additional milk, lunch, and other a la carte options can be purchased.

Cell Phones/Airpods/Headphones/Electronic Devices

All personal electronic devices are off and away upon entering the building and prohibited during academic school hours. If students choose to bring cellphones and/or airpods, etc. to school, they must also leave them in their lockers. Schools are not responsible for lost or stolen and/or damaged items.

These items include but are not limited to cell phones, air pods (all headphones), iPods, speakers, personal computers or Chromebooks, gaming devices, and all other communication or auditory devices. Social media/picture access is not permitted. Cell phones and headphones/earbuds should be off and away in lockers during the academic school day. Students are strongly advised to leave electronic sound and communication devices at home. 1st Offense: Student will be directed to take their phone to the office and can pick it up at the end of the day. 2nd Offense: Parent pick up of the phone will be required. Consequences beyond the 2nd offense may vary. The school is not responsible for the loss or theft of any electronic equipment.

Use of communication devices outside of school for disruptive or illicit purposes that impacts our school learning environment is not permitted and disciplinary action may be taken. Use of cameras or cell phones with cameras is forbidden, and may lead to additional consequences when used in locker rooms and bathrooms as it is an invasion of privacy.

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

Energy Drinks/Coffee/Smoothies

Students who bring energy/coffee drinks or smoothies to school in the morning, must finish and properly dispose of them prior to entering the hallways or building depending on individual school policy. Students may not store open beverages in their lockers due to spills/pest infestations. Students are allowed to bring water bottles (not glass) to consume throughout the day and drinking fountains are available in all buildings.

Coats/Outerwear

Heavy coats must be kept in student lockers during the school day. However, dress code appropriate light jackets, vests, sweatshirts and sweaters are acceptable to wear during the school day.

Computer Policies

All students at middle schools have access to school-issued Chromebooks. All school-issued Chromebooks and Network wifi should be used for school purposes only. To gain a network account, both student and parent/guardian must read, fill out, and sign the District Network User Agreement form and a Google Account permission form. It is assumed by the middle school staff that the student and parent understand and will comply with the outlined expectations for the remainder of the school year. **No student or parent/guardian should sign this form if either party has any questions or for any reason is unable to abide by these policies.** Improper use of computers may lead to disciplinary action. Please refer to the [Student Code of Conduct](#) for details.

Contacting a Teacher

We encourage all parents to maintain open communications with the school. If you need to speak with a teacher, call the office and you will be connected directly to the teacher's voicemail. You may also communicate with our teachers through their school email, which can be accessed through ParentVue. You can expect a return contact from our teachers within 48 hours. Please initiate the email or phone contact when needing more information about your student. Please note that due to their teaching schedule and other commitments, teachers are not always available to meet with parents in the middle of the day or on short notice. You may wish to call your student's teacher or counselor to set up a meeting. We strongly encourage parents to attend our fall conferences to meet with teachers.

Counseling Services

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

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

Socials/Dances/Activities

Only Middle School students from their own building are allowed at their respective activities. Activities are a time for students to socialize, have fun, and develop important social skills. These activities are also a privilege and a positive incentive for students who behave responsibly in class, in the building, and at school functions. Students who are not behaving responsibly will not be allowed to attend the events. During the duration of the activity students are not permitted to leave and return without permission.

For activities outside of school hours, once a student leaves the activity, they will not be permitted to re-enter.

Detentions (Lunch, After School, Saturday School)

A lunch detention/study hall is held during both student lunch periods. Students may be assigned to lunch detention for one or more days for discipline issues, including tardies. Students who do not complete their lunch detention assignment will be assigned a greater consequence. Some schools also offer After School Detention on varying days or Saturday School for more severe discipline issues or as a means to offer additional academic support.

Dress/Appearance

The Hillsboro School District Middle Schools support equitable access and the primary responsibility for a student's attire resides with the student and parents or guardians. Student attire may not interfere with the health or safety of any student and cannot contribute to a hostile or intimidating atmosphere for any student.

- Middle School students may not wear sunglasses, or backpacks while in the building.
- Shirts/tops – adequate coverage of stomach/midsection, back, and chest. Armholes and tops should not show the chest or undergarments and must have straps.
- Shorts/skirts – long enough to cover undergarments/front and back region regardless of activity.
- Shoes – always required.
- Outdoor clothing – gloves, sunglasses, and backpacks are left in locker.
- Clothing/accessories that can injure self or others (studded bracelets or collars, wallet chains, etc.) need to be left at home.
- Hats – may be worn at school providing ears are visible.
- No mask permitted.
- Brands that promote or depict drugs, alcohol, pornography, vulgar language, or violence are prohibited. (Examples include but not limited to: Playboy, Cookies, 40s and Shorties, dispensaries, breweries, etc.)

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

Financial Solicitations

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

Food from Home

Washington County Health Department regulations prohibit bringing home-prepared food to share at school. Any cakes, cupcakes, or snacks for sharing must be commercially prepared. In addition, they recommend against any sharing of food from home due to potential allergies and the potential transmission of disease.

Health Room

Students who are ill will be sent from their classrooms to the health room. Only students with passes from their teacher will be admitted. Except in emergencies, students should report to their classes before going to the health room. Parents will be notified to pick up students who are too ill to remain in school. If your child notifies you during the day about feeling ill, please direct them to the health room. The health room will not retain or dispense medication without having the completed parent and physician

medication statement form on file, along with the medication in the original container. Any medication, whether over the counter or prescription, must be processed through the health room with a completed parental medication statement form.

Identification Cards

All students are expected to carry a school ID card for identification. ID pictures will be taken and cards issued during the registration process at no cost. Replacement cards will be available during the year at a minimal cost.

Insurance

The school district offers an optional student insurance program for families who may not have other coverage. It is the responsibility of each family to ensure their student is covered by some form of insurance. This applies to all students, including those participating in athletics. The district-provided insurance offers very limited coverage and is only applicable to school-related accidents. Brochures describing the optional plan are mailed to all parents.

Laser Pens/Permanent Markers

Laser pens and permanent markers are prohibited unless they are used with a teacher's permission for a specific class and a specific assignment. They are subject to confiscation.

Library/Technology Services

The school library is a welcoming place where everyone belongs. Students can visit the library to browse and check out materials for class or self-selected reading. No student will be denied access to the library or library materials for educational purposes.

Students may check out books for three weeks at a time. Students may place holds using the Destiny catalog, and may renew a book as many times as needed as long as no other student is waiting for it. We do not charge overdue fines for late returns. If a student loses a book, they may replace it, or pay for the replacement cost.

Library hours will be posted at the beginning of the school year. Students coming into the library during class time without their teacher are to have a hall pass that they leave at the circulation desk. The hall pass should be picked up by the student when returning to class. The use of personal e-mail is prohibited. Students may use the library during lunch time with a pass from a lunchtime supervisor. The library may be available in the morning starting at 8:30 a.m.

Lockers

Lockers are assigned to students on the first day of school. If your locker won't open, go to class and ask permission to go to the counseling center or main office for assistance.

1. Do not keep items of great value in your locker, except your cell phones and personal devices if you choose to bring them to school.
2. Keep your locker clean to avoid jamming and security issues.
3. Your locker must be locked after each usage by securing the door in the closed position and turning the combo dial one (1) full revolution.
4. Students that have removable locks may be charged for replacement of lost locks.
5. Sharing lockers or giving your combination to another student is not permitted. You may be held responsible for any item found in your locker.
6. Students may not store open beverages in their lockers due to spills/pest infestations.

Lockers are the property of the school and may be searched by school authorities when there is cause for

such action. **The school is not responsible for items taken from lockers.**

Physical Education

Hillsboro School District Middle Schools believe that physical education is an integral part of a student's education. All students are required to take a full year of physical education. Please feel free to contact your child's teacher if you have any further questions or concerns.

Every student is required to take physical education unless he/she has a medical excuse from a doctor. Students may be excused from physical education for no more than five (5) days with a note from the parent. Students will be asked to participate within the limits of the written note. Please be specific as to your child's limitations.

To be excused for any more than five (5) days requires a medical doctor's written excuse.

Dressing down for PE is optional; however, it is important that students wear appropriate footwear. Non-marking athletic shoes must be worn during PE activities. Comfortable clothing is encouraged, and some schools may provide PE t-shirts or make them available for purchase at an affordable price.

Students should ensure that all personal items are securely stored at the beginning of PE. The school is not responsible for lost or stolen items. To help prevent lost items, all PE gear should be clearly marked with the student's name using permanent ink.

Progress Reports

To keep parents informed of student academic status, teachers will provide families with a report at each quarter. Parents/guardian can check the status of their child's progress at anytime through ParentVUE. The dates for the upcoming school year will be communicated at a later date.

Request for Course Exemption

In accordance with state law, Hillsboro School District will continue to allow parents (and students 18 and older and legally emancipated minors) to submit a written request to the school principal if they would like to be exempt from specific learning activities on the basis of religious beliefs, disability or other concerns. The request is pursuant to OAR 581-022-1910 and requires a proposal for an "alternative learning activity" which substitutes for the period of time exempt from the program and meets the goals of the learning activity being exempt. Please contact Administrators or School Counselors for further information.

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 is eligible to receive services from one or more of those programs. Families concerned that their child's school progress may be limited by a disability may contact their school Counselor. 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 Student Services at (503) 844-1500.

Truancy

Students must attend all of their classes unless excused with permission. Students may not leave class without teacher permission and hall pass. A student who is not in class for 10 minutes or more without a valid pass, could be considered truant/skipping. Engaged attendance is the #1 factor in successful attainment of high school graduation. Attendance patterns for high school are set in elementary and middle school. Poor attendance will result in a Hillsboro School District Attendance Letter and other

interventions and outreach. We want to partner with you to support your student's attendance. Students who are absent for 10 consecutive days will be dropped from the school's enrollment and must re-enroll upon returning with a parent present.

Tardies

Middle Schools perform sporadic hallway sweeps and consequences are issued for students in the hallway without permission after the class bell has rung. Punctuality sets the tone for student learning and focus. Parents can help by reminding their student of the importance of being to class on time. Students may be given lunch detentions for being tardy to class without a valid excuse, or be provided with a temporary escort to and from classes. This includes being late for the first class of the day.

Textbooks

The District does not charge a rental fee to students for textbooks. However, in all cases, students are responsible for textbooks checked out to them and are expected to exercise care and responsibility in the treatment of the books. Students are required to pay for lost books. Charges will be based on the cost of the book that is lost or damaged beyond use.

Visitors

All visitors must report to the main office upon entering the school. Parents who would like to attend a class or spend the day with their child are asked to prearrange their visit through administration/counseling. Student visitors are not allowed during school hours.

Positive Behavioral Education/Advisory

HSD Middle Schools are continuing our positive behavior management and student recognition program. It is designed to help students know what expectations for behavior are in the different areas of the school and to recognize students for doing the right thing every day. Our advisory lessons are focused around specific traits that promote positive culture and community within our school.

Our students already do a great job of showing responsible behavior on a regular basis. Having a positive behavior focus is a way for us to:

- Recognize students who always do the right thing
- Promote positive culture and spirit
- Communicate and reinforce behavior expectations with students
- Create consistency between elementary, middle and high schools.

Students who are recognized for making good choices can receive PBIS tickets, which are tickets that can be used to enter prize raffles or in our student store. We see it not as a reward for good behavior, but as a way of recognizing students for exemplifying our positive character behavior traits. In the beginning weeks of school, we will be covering behavioral expectations with students in Advisory. We look forward to continuing this positive recognition program as we have seen how it positively impacts the culture of our schools.

HILLSBORO SCHOOL DISTRICT
Information and Policies

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Superintendent's Welcome

Summer 2025

Dear Families,

It is a pleasure to welcome you to the 2025-26 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.

In HSD 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 read "TR" followed by a stylized flourish.

Travis Reiman
Superintendent

Hillsboro Schools Directory

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

Office for School Performance

Audrea Neville, Assistant Superintendent
School Performance
Brooke Nova, Assistant Superintendent
Academic Services
Derek Brown, 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

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

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:

District Office	Rian Petrick	503-844-1433	Hilhi	John Matsuo	503-844-1980
Century	Michelle Gray	503-844-1800	Liberty	Alan Foster	503-844-1250
Glencoe	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 and Certificate of Attendance

Students in the Hillsboro School District have the opportunity to obtain a Chancellor's, Standard, Modified, or Extended Diploma, or a Certificate of Attendance. A Certificate of Attendance honors four years of high school attendance but does not result in a high school diploma (as defined in SB992).

Hillsboro School District Diploma Criteria:

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 course and credit requirements for each diploma that HSD students must successfully complete in order to graduate. Please be advised that these are MINIMUM requirements to graduate.					
Subject Area/Required Elements	Standard Diploma	Chancellor's Diploma (through Class of 2018)	Chancellor's Diploma (Class of 2019 & beyond)	Modified Diploma	Extended Diploma
English (LA) (page 51)	4 credits (one credit in written comprehension)	4 credits	4 credits	4 credits	2 credits
Mathematics (MA) (page 54)	3 credits (Algebra 1 level or higher)	3 credits (including Algebra 2 level or higher)	4 credits (including Algebra 2 level or higher)	2 credits	2 credits
Science (SC) (page 60)	3 credits	3 credits	3 credits	2 credits	2 credits
Social Science (SS) (page 64)	3 credits	3 credits	3 credits	2 credits	3 credits (history, geography, economics or civics)
Science/Social Science (additional)			1 credit		
Physical Education (PE) (page 59)	1 credit	1 credit	1 credit	1 credit	1 credit
Health Education (HE) (page 50)	1 credit	1 credit	1 credit	1 credit	1 credit
Career and College Development (page 15)	0.5 credit	0.5 credit	0.5 credit	2.5 credits	
Senior Seminar (SP) (page 73)	0.5 credit	0.5 credit	0.5 credit	0.5 credit	
Art, Career Technical Education, or World Language (AA/CTE/WL)	3 credits	3 credits (including 2 credits of same world lang.)	3 credits (including 2 credits of same world lang.)	1 credit	1 credit (art or world language)
Electives (EL)	5 credits	7 credits	5 credits	8 credits	
Proficiency in Essential Skills: reading, writing, mathematics, critical thinking, speaking, using technology; demonstrating civic engagement, global literacy, and personal and teamwork abilities	required	required	required	required (modifications allowed)	exempt
Academic requirements for Chancellor's Diploma		English, mathematics, science, social science, and/or world language			
Number of required academic credits		16 credits	18 credits		
Minimum number of required academic credits in advanced-level coursework (designated as Advanced Placement, International Baccalaureate, dual credit courses)			4 credits		
Required cumulative GPA in academic courses		3.4 GPA	3.0 GPA		
Minimum grade in every required academic course		C	C		
Required GPA in all coursework		3.0 GPA	3.0 GPA		
TOTAL CREDITS REQUIRED	24	26	26	24	12

Certificate of Attendance:

A Certificate of Attendance recognizes a student's regular full-time attendance for at least four years, beginning in grade nine, and may be awarded to students who do not meet the requirements for a Chancellor, Standard, Modified, or Extended Diploma. The Certificate of Attendance is not equivalent to a high school diploma. Students who receive a Certificate of Attendance are not considered high school graduates for any purpose, which includes state or district reporting, applications for employment, military service, financial aid, admittance to institutions of higher education, or any other purpose. For additional information, this website can be accessed [ODE Certificate of Attendance FAQ.pdf](#).

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.)

Grading Scale	
A	Work of such character as to merit special recognition.
B	Above-average performance.
C	Average work, meeting minimum requirements.
D	Work below-average that fulfills only the minimum expectations of the course.
F	Failing work which does not meet minimum requirements and demonstrates lack of competence.
I	INCOMPLETE – Used when teachers do not have sufficient evidence to determine a grade.
N	NO GRADE – For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.
P	PASSING – Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
S/U	SATISFACTORY/UNSATISFACTORY – Assigned for non-credit classes and credit recovery.

WF	WITHDRAWN FAILING – Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade, WF (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.
WP	WITHDRAWN PASSING – Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class, but is medically or unavoidably unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

Weighted grades are given for Advanced Placement (AP) and International Baccalaureate (IB) courses. The transcripts of students who graduate from Hillsboro School District include both a regular grade point average (GPA) and class rank, and a weighted GPA and class rank. See policy [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.

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 up-to-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 2025-26	
Description	Fee
7th / 8th Grade:	
Homework Planner (required for all students)	\$5
Replace ID Card	\$2
Yearbook	TBA
<i>*Other Fees (*SOME ELECTIVES MAY CHARGE ADDITIONAL FEES FOR STUDENT-SELECTED PROJECTS)</i>	

High School Student Class and Miscellaneous Fees 2025-26				
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 filing 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 2025-26



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

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

2/2025

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 someone, 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 District 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 or FDA's recommended use 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 fire drills and safety drills once a month in accordance with the District's emergency plan and Oregon Revised Statute 336.07. Buildings conduct monthly fire drills, two earthquake drills, two lockdown drills, two lockout drills, and shelter-in-place drills throughout the 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 locked. LOCKS, LIGHTS. OUT OF SITE. Students and staff remain in locked classrooms or secured areas until an “all clear” is called.
- **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 within 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 conducted at the school during bus arrival times. Students who do not normally ride the school bus to school also receive 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 (English)
https://www.youtube.com/watch?v=oqUjLtTOK_4 (Spanish)
- Although it will be your first instinct to go to your student’s school it is essential that parents/guardians **DO NOT** go to the school *unless directed to do so*. Parents/guardians will be notified where to pick up their student. The following means of communication may be used to notify parents/guardians about emergencies: District website, Flash Alert, automated call system, Facebook, Twitter, local radio and television stations.
- The reunification process can be a challenging and time-consuming process. We ask that parents and guardians be patient and understanding, knowing that the District is doing everything possible to reunite you with your student.
- **Parents/guardians will need to bring personal identification to assist the District in the reunification process.**

Lost and Found

Any article found should be turned into 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

For the 2025-2026 school year, HSD is offering free breakfast and lunch to all enrolled students, regardless of income, thanks to participation in the Community Eligibility Provision (CEP) You can view the menu, including nutritional facts, on the Hillsboro School District Website at <http://www.hsd.k12.or.us/nutrition>.

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. Money should be applied to the student's meal account prior to purchase. Money can be provided to the kitchen directly by cash or check, or applied online using a credit card. Please note that the kitchens will not be able to provide change and all money provided will be applied to the meal account.

If your student has food allergies and plans to eat school meals, please contact the school nurse and the Nutrition Services department. Medical documentation or the [USDA meals accommodation request form](#) must be provided to the department.

Families are still responsible to pay for meals received without payment from prior school years. Please contact HSD's Nutrition Services department for more information or to arrange a repayment plan.

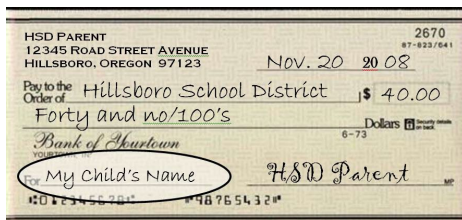
Elementary Schools

The District uses an electronic meal and a la carte accounting system. Students access meal accounts using their student identification meal card or by entering their student ID number on the available pinpad. 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. (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.

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 [Lingconnect.com](http://lingconnect.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. 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 law¹.

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.

Legal Reference(s):

[ORS332.107](#)

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

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

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 shall not 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 503-886-8956 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 Technology Support 2, 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.

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.

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

Be sure to check the admission requirements of your potential colleges or universities to determine if they have a preference for the SAT or ACT for admission. Note that test scores are only part of a student's review for admission; coursework, grades, and activities also weigh into the evaluation. Students/families are responsible for registering themselves for any test dates. Information can be found in the College and Career Center in each high school. Qualified students may be eligible for testing fee assistance.

SAT: The Scholastic Aptitude Test, or SAT, is published by the College Board and is used to assess college readiness. The SAT comprises testing in critical reading, mathematics, and an optional essay writing section. Dates for 2025-26: August 23, October 4, November 8, December 6, March 14, May 2, June 6. **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: The American College Testing, or ACT, college readiness assessment is a composite, standardized test in four skill areas: English, mathematics, reading, and science. The optional writing test has students plan and write a short essay. Dates for 2025-26: September 6, October 18, December 13,

February 14, April 11, June 13, July 11.

PreACT: HSD Determines the date. All 10th Grade students take the PreACT at their home school January 13, 2026. Students may choose to Opt-Out.

PSAT/NMSQT: 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 date: October 28, 2025 and is offered as an Opt-In.

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

Transportation

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

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

Volunteer Requirements/Procedures

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.

