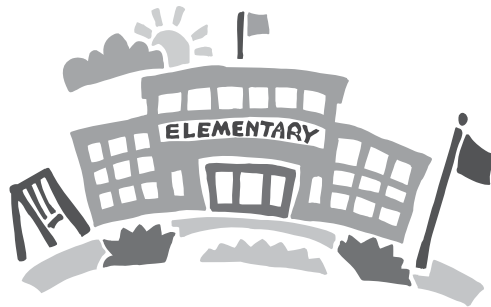




THE ELEMENTARY PARENT/STUDENT HANDBOOK



2006-2007

Index

Academic Seminar	11
Accidents/Illness	11
After School Programs	11
Alternative Education Programs	11
Annual Notice of Media Release and Intent to Publish Directory Information	11
Calendars	4-5
Challenged Material Procedure	12
Child Abuse	13
Class Parties	13
Communicable Diseases	13
Community Use of Schools	14
Complaints About School Personnel	14
Directory of Schools	8-10
Early Entry Process	15
Field Trips	15
HIV/AIDS	15
Homework	15
Immunizations and Tuberculosis Tests	16
Inclement Weather	17
Labeling Belongings	17
Medications	18
Mission Statement	6
Network User Guidelines for Students and Parents	18
Parental Rights to Review Materials	21
Personal Items	21
Pets and Animals	22
Procedure For Picking Up Child At School	22
Release Time For Religious Instruction	22
Report Cards	22

Safety	22
School Bulletin/Newsletter	23
School Meal Program	23
School Transfers	25
Special Education	25
Standards of Student Conduct	32
Student Insurance	26
Student Placement	26
Student Records	26
Student Social Security Numbers	27
Superintendent's Welcome	7
Talented and Gifted Program (TAG)	28
Telephone Use	28
Title IX – Equal Opportunity	28
Visiting Our Schools	29
Volunteers	29

Statement of Non-Discrimination

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

Elementary School Calendar

2006-07

Sept. 5	First Day of School – Grades 1-6
Sept. 7	First Day of School – Tuesday/Thursday Kindergarteners
Sept. 8	First Day of School – Wednesday/Friday Kindergarteners
Oct. 13	No School – Licensed Noncontract
Oct. 18-20	No School – Parent Conferences
Nov. 10	No School – Veterans' Day
Nov. 23-24	No School – Thanksgiving Break
Dec. 1	Early Release – Teacher Prep
Dec. 4	No School – All Day Grade Prep
Dec. 18-Jan 1	No School – Christmas Vacation
Jan. 2	School Resumes
Jan. 15	No School – Martin Luther King, Jr. Day
Jan. 29	No School – All Day Staff Development
Feb. 19	No School – Presidents' Day
March 16	Early Release – Teacher Prep
March 19	No School – All Day Grade Prep
March 26-30	No School – Spring Vacation
May 17	No School – Staff Development and Conference Preparation
May 18	No School – Parent Conferences
May 28	No School – Memorial Day
June 12	Last Day for Tuesday/Thursday Kindergarteners
June 13	Last Day for Wednesday/Friday Kindergarteners
June 15	Last Day for Grades 1-6 Students

Kindergarten Alternate Day Attendance Schedule

The following calendar shows the Alternate Day Kindergarten Attendance Schedule for the 2006-2007 school year. Some schools use a modified version of this schedule. If you have any questions about what days your child should be in school, please contact your school.

Tuesday, Thursday, and Alternate Monday Schedule		Wednesday, Friday and Alternate Monday Schedule	
Dates Attending		Dates Attending	
September	7, 12, 14, 18, 19, 21, 26, 28	September	8, 11, 13, 15, 20, 22, 25, 27, 29
October	2, 3, 5, 10, 12, 17, 23, 24, 26, 31	October	4, 6, 9, 11, 16, 25, 27, 30
November	2, 7, 9, 13, 14, 16, 21, 28, 30	November	1, 3, 6, 8, 15, 17, 20, 22, 27, 29
December	5, 7, 12, 14	December	1, 6, 8, 11, 13, 15
January	2, 4, 8, 9, 11, 16, 18, 23, 25, 30	January	3, 5, 10, 12, 17, 19, 22, 24, 26, 31
February	1, 5, 6, 8, 13, 15, 20, 22, 26, 27	February	2, 7, 9, 12, 14, 16, 21, 23, 28
March	1, 6, 8, 12, 13, 15, 20, 22	March	2, 5, 7, 9, 14, 16, 21, 23
April	3, 5, 9, 10, 12, 17, 19, 23, 24, 26	April	2, 4, 6, 11, 13, 16, 18, 20, 25, 27, 30
May	1, 3, 7, 8, 10, 15, 21, 22, 24, 29, 31	May	2, 4, 9, 11, 14, 16, 23, 25, 30
June	4, 5, 7, 12	June	1, 6, 8, 11, 13

HILLSBORO SCHOOL DISTRICT 1J STRATEGIC PLAN

MISSION

The mission of the Hillsboro School District, a partner with family and community, is to ensure each student develops the capability to succeed and contribute within a global society by engaging the learner in varied experiences and a challenging, innovative, personalized academic program.

OBJECTIVES

All students will meet or exceed District and state standards by 2011.

Each student will meet graduation requirements by setting and achieving challenging goals tailored to individual aspirations, talents, and abilities.

STRATEGIES

Strategy I: Build a world-class school system

We will reignite the community's passion and commitment for our schools in order to build a world-class school system.

Strategy II: Make sure all students are prepared for college and the work force

We will continue our Hispanic Outreach programs to ensure that all students meet both standards and graduation requirements.

Strategy III: Require good teaching practices

We will ensure all staff use effective instructional strategies that actively engage students in achieving out strategic objectives.

Strategy IV: Prepare for future student population growth

We will develop and implement a comprehensive plan to address future student population growth and its related needs.

Superintendent's Welcome!

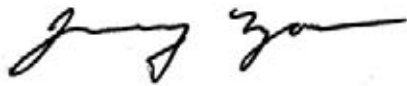
Dear Parents,

You and your student will play an important role in the Hillsboro School District in the coming school year! Your partnership with teachers and staff, your encouragement for students, and your own eagerness for learning will help your student succeed.

We pledge to have students come to school each day to a safe, positive place where caring, committed adults dedicate their talents to improve student learning. Our staff, administration, and volunteers strive to make sure each and every family is welcome in our school community. We value and encourage your involvement to ensure student personal, academic, and social growth.

This year's kindergarten class will graduate in 2019. Imagine what lies before them as they gain the knowledge and skills to become successful adults! I encourage you to set high goals with your child; challenge him or her to attain unexpected achievements; play and learn along with your son or daughter; and celebrate the success of each child in our school community.

Best wishes for a great school year in 2006-07!



Jeremy Lyon, Ph.D.
Superintendent



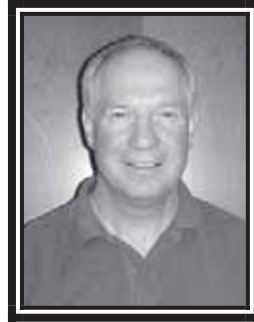
Jeremy Lyon
Superintendent

Directory of Schools



Mr. Dauch

Peter Boscow
452 NE 3rd Ave.
Hillsboro OR 97124
(503) 844-1700
Principal: Andrew Dauch
Secretary: Betty Gilstrap



Mr. Tracy

Farmington View
8300 SW Hillsboro Hwy.
Hillsboro OR 97123
(503) 844-1735
Principal: William Tracy
Secretary: Susan Cessna



Ms. Siebert

Brookwood
3960 SE Cedar St.
Hillsboro OR 97123
(503) 844-1715
Principal: Molly Siebert
Secretary: Deanna Scribner



Mr. Bourget

Groner
23405 SW Scholls Ferry Rd.
Hillsboro OR 97123
(503) 844-1600
Principal: Bruce Bourget
Secretary: Cindy Kaufman



Ms. Woyak

Butternut Creek
20395 SW Florence St.
Aloha OR 97007
(503) 844-1390
Principal: Kari Woyak
Secretary: Sharon Creek



Ms. Schofield

W. L. Henry
1060 SE 24th Ave.
Hillsboro OR 97123
(503) 844-1690
Principal: Enedelia Schofield
Secretary: Sharon McCarty



Ms. Monahan

Eastwood
2100 NE Lincoln St.
Hillsboro OR 97124
(503) 844-1725
Principal: Monique Monahan
Secretary: Kristina Estrada



Ms. Crummett

David Hill
440 SE Oak St.
Hillsboro OR 97123
(503) 844-1680
Principal: Toni Crummett
Secretary: Jan Gard

Directory of Schools



Ms. Schmidt-Dipaola

Imlay
5900 SE Lois St.
Hillsboro OR 97123
(503) 844-1090
Principal:
Crystal Schmidt-Dipaola
Secretary: Diana Farlow



Mr. Donovan

Lenox
21200 NW Rock Creek Blvd.
Portland OR 97229
(503) 844-1360
Principal: Michael Donovan
Secretary: Wendy Beyer



Mr. Callaway

Indian Hills
21260 SW Rock Rd.
Aloha OR 97006
(503) 844-1350
Principal: Steve Callaway
Secretary: Carol Stroup



Ms. Wiemer

W. Verne McKinney
535 NW Darnielle St.
Hillsboro OR 97124
(503) 844-1660
Principal: Patti Wiemer
Secretary: Linda Cady



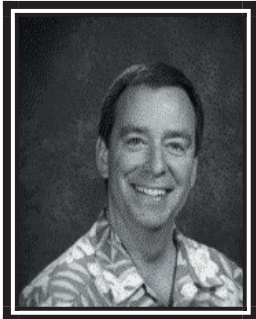
Ms. Hill

Jackson
675 NE Estate Dr.
Hillsboro OR 97124
(503) 844-1670
Principal: Janis Hill
Secretary: Paula Fowles



Mr. Choate

Minter Bridge
1750 SE Jacquelin Dr.
Hillsboro OR 97123
(503) 844-1650
Principal: Scott Choate
Secretary: Tammy Alex



Mr. Cox

Ladd Acres
2425 SW Cornelius Pass Rd
Hillsboro OR 97123
(503) 844-1300
Principal: David Cox
Secretary: Barbara Apilada



Mr. Goodhind

Mooberry
1230 NE 10th Ave.
Hillsboro OR 97124
(503) 844-1640
Principal: Paul Goodhind
Secretary: Mary Bleckinger

Directory of Schools



Mr. Matsuo

North Plains

P. O. Box 190
North Plains OR 97133
(503) 844-1630
Principal: John Matsuo
Secretary: Jodi Potter



Mr. Noesen

L. C. Tobias

1065 SW 206th Ave.
Aloha OR 97006
(503) 844-1310
Principal: Thomas R. Noesen
Secretary: Theresa Kinnan



Mr. Bishop

Orengo

22550 NW Birch St.
Hillsboro OR 97124
(503) 844-1370
Principal: Tim Bishop
Secretary: Kerri Rodemack



Ms. Bishop

West Union

23870 NW West Union Rd.
Hillsboro OR 97124
(503) 844-1620
Principal: Linda Bishop
Secretary: Tonia Mapston



Ms. Lewis

Paul L. Patterson

261 NE Lenox St.
Hillsboro OR 97124
(503) 844-1380
Principal: Lauri Lewis
Secretary: Jan Westby



Ms. Smith

Witch Hazel

4950 SE Davis Rd.
Hillsboro OR 97123
(503) 844-1610
Principal: Tiffany Smith
Secretary: Rachel Rasmussen



Ms. Baez

Reedville

2695 SW 209th Ave.
Aloha OR 97006
(503) 844-1570
Principal: Virginia Baez
Secretary: Rhonda Crouch

Academic Seminar

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

Accident and Illness

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

No care beyond minimum first aid will be administered at school because we have limited health room facilities. Should a child become ill, we will contact the parent and ask that the child be taken home.

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

After School Programs

The Hillsboro Parks and Recreation Department sponsors after-school activities for students. Information about their programs will distributed at your child's school, or you may contact Hillsboro Parks and Recreation Department directly at 503-681-6120.

Alternative Education Programs

In order to provide innovative and flexible ways of educating children, school districts may establish new alternative education options within the public school system, including the expanded options program. Placement in an alternative education program will be made only if that program has been approved and best serves the student's educational needs and interests.

In compliance with Oregon Laws (ORS 336-615-336.665, ORS 339.250, and OAR 581-22-1350) the Hillsboro School District provides programs of alternative education for students who are subject to expulsion, withdrawal, have established an erratic attendance pattern, or are subject to severe discipline for the second time in a three-year period. For additional information about placement in alternative education programs, contact your school principal.



Annual Notice of Media Release and Intent to Publish Directory Information

Directory information about students could include the following: student's name, address, phone number, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous educational agency or institution attended, and other information

as the Superintendent shall designate under the authority of and in conformance with law and District policy.

The Hillsboro School District gives notice that such information may be printed or published during the year in formats such as: honor rolls, award announcements, press releases, media productions, play programs, team rosters, football programs, concert programs, yearbooks, school or District web site articles, and other school or District publications. Hillsboro School District may, upon request, provide directory information to organizations such as 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. Parents/guardians are reminded that should they desire to prevent publication of directory information, the school will not be able to include the student in honor rolls, press releases, media productions, team rosters, concert programs, and other school or District publications. To exercise this right, parents or guardians must notify the school in writing within fifteen days of enrollment or of receipt of this announcement.

Written notice to the school to revise a previous request is permitted and will become effective within 10 days of receipt.

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

Challenged Material Procedure

Parents have the right to read, view, and comment on all instructional materials used in our schools. Instructional materials include textbooks, library books, periodicals, pamphlets, newspapers, computer software, films, slides, recordings, and other educational media. Selection of instructional materials is made in accordance with the Board policy.

Despite the care taken in selecting the instructional materials used in our schools, there may be occasional objections to one or more items. If a citizen has an objection to a textbook, library book, or other instructional materials, they should complete a "Citizen's Request for Reconsideration of Instructional Material" form and submit it to the District's Administration Center. Upon receipt of the request, the teacher and the person(s) responsible for selecting instructional materials will review the material in question and report their findings to the citizen. Copies of the request form and the report will be sent to the Superintendent. If the citizen is not satisfied with the decision contained in the report, he/she may appeal as provided in the Board's general policy on public complaints.

Child Abuse

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

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



Class Parties

Classroom teachers may schedule one or more parties during the school year and only commercially made and packaged foods may be served.

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

Please note that invitations to home parties should not be distributed at school.

Communicable Diseases

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 at the onset of any symptoms such as runny nose, fever, cough, dizziness, swollen glands, listlessness, stiff neck, etc. No child should return to school until his or her fever has subsided for at least 24 hours. Only a licensed health practitioner can make a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.

Very few illnesses mandate exclusion from school. However, 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 below are observed.

- Any new onset of rash.
- Diarrhea
- Difficulty breathing.
- Discolored drainage from eyes
- Draining wounds that cannot be covered with a bandage.
- Fever greater than 100.5 degrees.
- Jaundice (yellow color to skin or eyes).
- Stiff neck or headache with fever.
- Unusual sleepiness, lethargy, or irritability
- Vomiting.

Students with these symptoms will be separated from other students while awaiting transportation from the school setting.

If you have any questions about your child's readmission to school after recovering from any communicable

disease, please call the District nurse at 503-844-1500.

Washington County Health Department requires exclusion of students with head lice. Students must be nit-free before returning to school.

Community Use of Schools

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

Complaints About School Personnel

In the event a patron of the school district wishes to file a complaint regarding an employee of the district, the following steps are required:

1. Informal Resolution

Any individual who feels that a District employee's action or a behavior has been contrary to law, policy, or acceptable behavior is encouraged to discuss the problem with the individual(s) allegedly causing the concern.

2. Supervisory Resolution

If the informal resolution does not bring satisfactory results, the individual is encouraged to discuss the alleged problem with the appropriate supervisor and determine why there was a lack of resolution. The complainant should be prepared to discuss the conditions necessary to resolve the complaint.

3. Superintendent Resolution

If the complainant is not satisfied with the results of the conference with the immediate supervisor, he or she, using the Citizen Complaint Procedure Form may file a signed written complaint with the Superintendent stating the specific complaint, remedy requested, and efforts at resolution.

The Superintendent or designee shall meet with the complainant, and an investigation of the complaint shall be made by the superintendent's office. A written reply to the complaint shall be made by the Superintendent in a timely manner. The Superintendent may resolve the complaint or refer the matter to the Board of Education for consideration.

4. Board of Education Resolution

If the complainant is not satisfied with the Superintendent's ruling, he or she may file a signed, written appeal to the Board chair to hear the complaint. Such appeal shall include the name of the complainant(s), efforts at resolution, and conditions for resolution. The Board may choose to hear the complaint informally, or upon advice of counsel, conduct a formal hearing. In either event, the Board reserves the right to establish the rules and guidelines for conducting a hearing subject to the Citizen Complaint Procedure.

Due process rights of all concerned parties will be protected throughout the complaint process

Any complaint brought before the Board in which the complainant has not utilized the opportunities for resolution provided by the Citizen Complaint Procedure shall be referred back to the Superintendent for processing. The Hillsboro School District 1J staff is responsible for maintaining confidentiality of adjudication proceedings. It is hoped complainants will support this same confidentiality.

Early Entry

Oregon requires that a child be five years old on or before September 1 to register for kindergarten or six years old on or before September 1 to register for first grade in public school. Hillsboro School District Policy JEBA permits application for early entry for a student whose birthday is after September 1, but not later than November 15. The process includes assessment of student readiness, academic achievement, motor skills, and social behavior skills. **A fee is charged for these assessments.** Application for early entry into kindergarten or first grade must be received by May 1. Packets for early entry may be obtained in the school office. Please contact your school principal for additional information.



Field Trips

Occasionally teachers plan learning experiences that take place outside of the classroom. Specific objectives are formulated for these field trips and follow-up activities take place when they return. Parents are notified in advance of the date, time, destination, and costs of all field trips.

Volunteer parents often assist teachers on field trips. Because transportation of students is by school bus and preschool age siblings may not travel on the bus, parent volunteers must transport those children by private vehicle.

HIV/AIDS

Health Curriculum Content

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

Confidentiality

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

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

Homework

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

Reasons for Homework

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

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

Grade Levels	School Days (Monday-Thursday)
Kindergarten	10-15 minutes
1-2-3	15-30 minutes
4-5-6	30-45 minutes

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

Guidelines for Parents

- Support your child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.
- Help the student budget time so that a regular schedule for study is set.
- Take an active interest in what the student is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or improvement. Make constructive

suggestions, but avoid severe criticism and undue pressure.

- Encourage the student to seek additional help from the teacher at school if there seems to be difficulty with the work.
- Consult your child's teacher as soon as problems arise.

Suggestions for Students

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

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

Immunizations and Tuberculosis Tests

Oregon's law requires the following immunizations for school attendance. Parents must provide documentation from their health care provider that each child's immunizations are up-to-date. Exceptions are granted only with a signed medical/religious exemption form.

- One dose of *Measles, Mumps, and Rubella (MMR)* vaccine must be given at or after age 12 months. A second booster for *Measles* is required for all students.
- One dose of *Chickenpox Varicella (VAR)* vaccine is required for all students.
- Three doses of *Hepatitis B* vaccine are required for all students.

- Four doses of *Polio* vaccine are required for all students.
- Five doses of *Diphtheria/ Pertussis/ Tetanus (DPT)* vaccine are required for all students.

For more information, contact your health care professional or the Washington County Health Department at 503-846-4402.

Tuberculosis (TB)

TB tests are required of some students who were born in certain foreign countries before they may enroll in school. Schools must exclude students from those high risk countries until documentation of a Mantoux TB skin test is presented to the school office.

For additional information, please contact the Washington Country Health department at 503-846-4402.



Inclement Weather

In the event of hazardous weather or other emergencies, the District's website as well as local radio and television stations will carry school schedule change information. Due to ice or snow, buses may use modified bus routes and bus stops when traveling in the higher elevations. Parents and students should check the District's website or local TV/radio news for school closure or late start information.

In the event of snow, ice, high winds, or similar unusual weather that begins

during a school day, students may be kept at school until their regular dismissal time, or they may be sent home on an early dismissal schedule. The option that poses the least serious threat to student safety will be selected and, whenever possible, advance notice to parents will be given via local television and radio and our District website.

In the case of a natural disaster or emergency school officials will work with city, county, and state officials to ensure student safety. Our primary concern is the safety of our students. In the event a natural disaster or incident makes bus transportation unsafe, students will be kept at school or other supervised location until you or your designee can pick them up. Each school has a safety plan that will be implemented in case of an emergency.

Each school office will send home "Unforeseen School Closure" forms for parents to complete and return to the school office, indicating where parents wish to have their children sent if this situation occurs. Help us keep your child's records current by informing the school of changes in emergency numbers and contacts. Be sure the person you designate as the emergency contact is informed.

Labeling Belongings

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

Medications

School personnel may administer prescription medications scheduled to be taken during school hours or certain necessary nonprescription medications in accordance with the following guidelines:

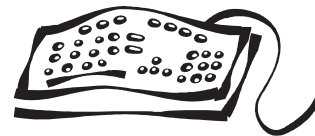
- The District Medication Form must be filled out completely and signed by the parent or guardian. The information on the form must match the prescription label.
- Requests shall include the written instructions of the physician for the administration of a prescription medication or the written instructions of the parent for the administration of a nonprescription medication. A prescription label will be sufficient to meet the requirements for written physician instructions. (Please request that the physician write “lunch” for midday dose of medication rather than “noon” as many children do not eat lunch at 12:00.)
- Parents/guardians must transport all medications to and from school.
- Medications must be in the original container. When the medication is finished, the parent must bring in the refill in a new container.
- Non-prescription or over-the-counter medications must be supplied in their original container and be clearly marked with the child’s name.
- Students are not allowed to carry medications other than inhalers and other rescue medications. These may be carried if the student has a physician order and written parent permission.
- If a child has an allergy that calls for the administration of Benadryl or

Epinephrine, the parent must provide that medication.

- State law does not permit school personnel to administer dietary food supplements.

The District shall designate school staff authorized to administer medication to students. Training shall be provided as required by law. *Only District nurses, not office staff, can take verbal directions about medication from parents or physicians.* This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by District employees in accordance with established state law, Board policy, and procedures.

The Superintendent has developed administrative regulations to meet the requirements of law, Oregon Administrative Rules, and for the implementation of this policy.



Network User Guidelines For Students and Parents

Appropriate educational use of the network is the joint responsibility of students, parents, and employees of the school. Failure to follow these guidelines will result in loss of network privileges and may result in school discipline up to and including expulsion as well as referral to law enforcement officials.

When students and parents sign a Network User Agreement, it remains in effect throughout the student’s years of

enrollment in the Hillsboro School District. A parent may revoke the student's right to use the network at anytime by notifying the office manager.

The District's system is provided on an "as is" and "as available" basis. The District makes no warranties, whether express or implied, with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the systems user's requirements, or that the system will be uninterrupted or error-free, or defects will be corrected. All information on Hillsboro School District 1J network is District property.

The District shall not be held liable for users inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or cost incurred by users. System users and parents of students with access to the District's electronic communication systems should be aware that use of this resource may provide access to other electronic communication systems that may contain objectionable material. While the District has a filtering system to protect the system from objectionable material, the possibility still exists for access to objectionable sites.

A. Acceptable Use: Network use is provided for educational purposes only. Examples of educational use include collaborating on work with other students and experts, conducting research, and online publishing. The use of the network by anyone must be consistent with legal and ethical behaviors.

Transmission of any material which would be in violation of any state or federal regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade laws. Use for commercial activity, product advertisements, or political activity is also prohibited.

B. Privileges: The use of the network at school is a privilege, not a right, and inappropriate use will result in termination of that privilege. No student will be allowed to use the network without a signed District Network User Agreement and Parent Permission Form. The school administration, faculty, or staff may request that access be denied to any individual who abuses or violates any of these guidelines.

C. Security: Security on any computer system is a high priority, especially since the system involves many users. Misuse of the system must be reported to the classroom teacher or Technology Facilitator immediately. Failure to report a problem may result in loss of your access privilege.

D. Vandalism: Intentional abuse of the network's resources, communication tools, or publishing capabilities will result in termination of network use. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, or to cause harm to the computers or any other hardware or software. Changes to others' materials will not be tolerated.

E. General Network Etiquette:

1. User ID and password must not be shared with others.
2. The school's address or class e-mail address should be used when students request materials.
3. Information that is personally-identifiable which includes age, home address, e-mail address, social security number, or phone number may not be used in any communication or publication online.
4. A recognizable photograph of a student may not be used in any communication or publication online without explicit parental permission.
5. System users will not post personal information about students, teachers, administrators, systems administrators, or any other person without explicit permission.
6. It is important to use the network in a manner that is consistent with the school's general rules of behavior.
7. Students should ask a supervising adult when unsure about a situation or decision.
8. Students must work with an adult staff sponsor and follow publishing guidelines as provided when publishing on the Hillsboro District website or any affiliated school websites.
9. E-mail should be deleted after it is read. All student electronic data, including student web pages, will be removed at the end of the school year unless special arrangements have been made in advance.

10. Student web pages must include the following statement: "The view expressed and information provided represent the student author and not the Hillsboro School District or its affiliates."

F. Unacceptable Activities: The following are not permitted in any networked or non-networked activities:

1. Swearing, vulgarities, or any other inappropriate language will not be tolerated.
2. Abusive messages intended to harm or degrade others will not be tolerated.
3. Illegal activities are strictly forbidden.
4. Accessing, creating, and/or possessing inappropriate materials on or through system resources. This includes but is not limited to sites with pornography, profane material, and non-District "chat" sites.
5. Misusing e-mail. Users will not engage in sending chain letters, messages with inappropriate content, or "spamming" (indiscriminate mass mailings).
6. Harassing or insulting others using the electronic communication system.
7. Violating copyright laws, such as illegally publishing or distributing copyrighted material.
8. Installing software may not be done on any District network resources.
9. Employing the network for commercial or non-educational purposes.
10. Attempting to gain unauthorized access (hacking) into any District

system, using any District resource to attempt to gain access to any other system, possessing tools usable for such purposes, or going beyond their authorized access. This also includes logging in or attempting to login through another user account or trespassing in others folders, work, or files.

11. Vandalizing system resources in any manner. This includes but is not limited to destruction or theft of hardware or the intentional deletion or modification of software resources or data.
12. Spreading computer viruses within the system or using the system to spread computer viruses.
13. Accessing or involvement in any material or activity that involves illegal activities.

The misuse of the District's electronic communication system will result in the loss of network privileges and may result in school discipline up to and including expulsion. In addition, the District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the illegal use of the District's electronic communication systems.

Parental Rights to Review Materials

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

seek personal information about students.

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

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

Personal Items

Toys, electronic devices, trading cards, or other similar personal items are best left at home, unless they are being used as part of an approved school or classroom activity.

Pets and Animals

Pets are not to be brought to school, unless a principal or teacher grants permission. For class activities such as “Show and Tell” parents may bring pets in an appropriate container, and take them home after the activity is completed. Pets may not be transported on the school bus.

Animals loose on the school grounds are referred to the local animal control service.



Procedure For Picking Up Child At School

If parents need to pick up their student from school before dismissal time, they should send a written note to school in advance if possible. Students should give the note to the main office staff who will copy the note for the classroom teacher (and bus driver if necessary). Parents are requested to pick up and sign out their child from the school office.

If a parent has an emergency situation and needs to pick up their child early, they should phone the main office if possible to or come into the office in person to explain the situation and sign out their child.

Students are never to leave the school grounds during school hours except by permission through the school office.

Release Time for Religious Instruction

Parents may apply to have their student excused from school for religious instruction as provided by law. Elementary students may be excused for up to two hours of religious instruction per school week. Any tests and assignments a student misses because of religious instruction will be given to the student at another time.

Any student unable to attend classes on a particular day due to religious beliefs shall be excused from school and classroom requirements for that day.

Report Cards

Our elementary schools operate on a trimester calendar, which provides parents and students with three report cards each year. The school calendar includes parent-teacher conferences in October and May.

Safety

The safety of your children is extremely importance. District personnel work very closely with law enforcement and emergency management services to ensure our schools are safe and conducive to learning.

Supervision

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Such supervision does **not** include early morning or the time following usual student departure unless the students are present for a scheduled activity.

Individual schools will inform parents in the fall of supervision hours.

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

Fire, Earthquake and Containment Drills
Fire, earthquake, and containment drills are carried out in compliance with Oregon Revised Statute and Oregon Administrative Rules guidelines.

Information on local threats or concerns as well as state and national threats are received and reviewed. Questions pertaining to school safety can be directed to school administrators or the Deputy Superintendent of Support Services.

The Hillsboro School District utilizes four general responses to emergencies that involve our schools, students, and staff.

1. Lockout – a lockout occurs when a threat is outside the school building and the building is locked to prevent the threat from entering.
2. Lock down – a lock down occurs when a threat might be inside the school. Students and staff are locked in classrooms inside the school building.
3. Shelter in place – shelter in place occurs when students and staff take shelter inside the school

building due to an environmental air quality issue outside of the school.

4. Evacuation – an evacuation will occur when an environmental or structural problem exists in the school building. This could include, but not be limited to, a gas leak or after an earthquake.

School Bulletin/Newsletter

Each school will publish a bulletin/newsletter listing office hours, school news, coming events, and other information. Each school will also send information home to parents about the following topics:

- Before and after school care
 - Daily school schedule
 - Emergency procedures
 - Parent organizations (PTA, PTC, PTO)
 - School activities and programs
 - School pictures
 - School and playground rules and procedures
 - School volunteer opportunities
 - Student insurance
 - Student management plans
 - Student recognition
 - Supply lists
-



School Meal Program

School breakfast and lunch prices for the 2006-07 school year will be as follows:

Elementary	
Breakfast	\$1.00
Lunch	\$1.75
Milk/Juice	\$0.40
5 Lunches	\$8.75
20 Lunches	\$35.00

Reduced Price Meals

Breakfast	\$0.30
Lunch	\$0.40
5 Lunches	\$2.00
20 Lunches	\$8.00

Adults

Breakfast	\$1.75
Lunch	\$2.50
Milk/Juice	\$0.40

The District uses a computerized tracking program called Touch-N-Serve, which allows direct deposits of money into your child’s account. Students access funds using a card (kept at school) or roster which debits the account as meals/milk items are purchased. There will be a \$1 charge for damaged or lost cards. Parents wishing to visit their students at lunchtime are able to purchase meals at an adult rate. Check with the school

office on procedures for purchasing an adult lunch ticket.

Lunch money may be deposited with the cafeteria cashier prior to the start of school on-site or online at www.myschoolbucks.com. Here are a few tips for having the system work best for you and your student(s):

- Deposit money in the form of cash or a check. If using a check, write full name of the student(s) in the lower left-hand corner of the check, indicating the distribution of money for each child’s account (see example below).

(Example of Check)		Date
Pay to: Elementary School		\$35.00
Thirty-five and no/100-----dollars		
For: \$17.50 – Jennifer Smith		(Signature)
\$17.50 – Kevin Smith		

(Example of check written for more than one student)

Once a payment is made, parents may also view purchase history and details. See the web site for more information.

- Purchase a greater number of meals/milk at a time (\$35 worth or more if possible).

The cashier verbally reminds students each day if their account is at zero or “in the red.” When a student sees the account is low, at zero, or going into debt, he or she should let you know. We also send an “overcharge notice” home with students to alert parents a child’s account needs money. Please watch for and ask for these notices, particularly if your child consistently overcharges and forgets to tell you that more money is needed in the account. In the event that your child can no longer charge meals, an alternative meal will be provided at no cost until the

account is brought back to a positive balance.

Information regarding the free and reduced meal program is mailed home prior to the start of the school year. Applications for the program are also available in the school office. Mail the completed application as soon as possible to:

Hillsboro School District 1J
Nutrition Services Applications
3083 NE 49th Place #208,
Hillsboro OR, 97124

We realize a family's financial situation may change during the year. Free and reduced lunch applications are always available in the school office or by calling the Administrative Center at 503-844-1462.

School Transfers

Parents may submit a written request to ask that their child attend a school in the District other than the one in their regular attendance area. Request forms can be picked up in the school office. Permission to attend the requested school will be granted if there is space available in the school and the parents make arrangements for transportation of the child to and from that school. The administration makes the final decisions regarding student placement.

Since permission to transfer is based on space available in the requested school, it sometimes takes several weeks after school begins for enrollments to stabilize before transfer request decision can be made. The child may, therefore, need to be enrolled in his/her own attendance area school at the beginning of the school year and attend that

school until permission to transfer is granted.

Special Education

It is the intent of the Hillsboro School District to provide support for school personnel, parents, and students to enable all students to succeed in school. The District emphasizes collaboration between parents and regular and special education personnel to ensure school success. The staff will explore alternative approaches for meeting the individual needs of students who do not qualify as disabled under Individuals with Disabilities Education Act (IDEA) or Section 504 of the federal Rehabilitation Act, but who need additional assistance for a successful school experience. When evaluation is recommended, the District will ensure that a comprehensive Student Study Team (SST) assesses student needs and develops recommendations for service.

The SST is composed of specialists and teachers in the school. The purpose of the team is to work collaboratively with school personnel to determine and implement strategies that meet individual needs of students experiencing difficulty prior to referral for special education evaluation.

The team provides evaluation of students when necessary and reviews the data to make recommendations and develop Individualized Education Plans (IEPs).

The District is committed to providing a continuum of services and programs to ensure that placement is based on individual needs. All placement decisions shall give consideration to

providing an appropriate education in the least restrictive environment. The Hillsboro School District emphasizes ongoing instructional improvement in special education and is committed to identification, implementation, and evaluation of the best practices on a continuing basis.

The District is not responsible to pay for the cost of education, including special education and related services, of a child with a disability at a private school or facility if the District made a free appropriate public education available to the child and the parents chose instead to place the child in a private school or facility. Parents must inform the District if they are rejecting the special education placement proposed by the District. They must state their intent to enroll their child in a private school. This notice must be given either: at the most recent IEP meeting that the parents attended before removing the child from public school, or in writing to the District at least ten business days before removing the child from public school.

Student Insurance

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

Student Placement

The school principal is responsible for:

- assigning teachers to classes
- assigning students to classes/teachers

- selecting students for optional programs, and
- adhering to Oregon laws to develop guidelines for the selection of students

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

Student Records

Right to Review Student Records

In accordance with state law, a student's parent has the right to:

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

Access to Records

Both parents have full opportunity to inspect and review records unless, in

the event of divorce, the custodial parent provides the principal with a certified copy of the most-recent court order denying access to school records by the non-custodial parent.

The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records, but require that a log be maintained indicating specifically the legitimate educational or other interest that the person, agency, or organization has in seeking this information. This log is to become a permanent part of the record only for inspection by the parents and the school official who is responsible for the custody of such records.

Correction of Student Records

A parent may seek to correct parts of the student's records which he or she believes to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student by contacting the principal. If the principal does not concur with the parent, the parent may request a hearing to present evidence that the record should be changed.

Type and Location of Student Records

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

Family Educational Rights and Privacy Act (FERPA)

Parents may request information regarding FERPA from the principal. If a parent believes FERPA rights have been violated, he or she may report such violations to the U. S. Department

of Education or Oregon Department of Education.

Transfer of Student Records

The District forwards education records within 10 days of receiving a request according to Oregon Law (OAR 581-21-250). Upon receipt of a request for transfer of education records, the District shall notify the parent or legal guardian of the student of the requested transfer. The parent or legal guardian shall have the opportunity to review the records and to request the correction of records.

Copies of Student Records

Parents may obtain a copy of educational records at a cost of 25 cents per page.

Educational records shall be released to parents only in the presence of a person qualified to interpret the records.

Student Social Security Numbers

Providing a student's Social Security Number (SSN) to the District is voluntary. If you provide it, the District will use it for record-keeping, research, and reporting purposes only. The District will not use the SSN to make any decision directly affecting the individual student, parent, or any other person. By providing the SSN, the parent/guardian consents to the use of the SSN in the manner described.

OAR 581-021-0225 authorizes school districts to ask parents to provide the SSN. The SSN also will be provided to the Oregon Department of Education (ODE). The ODE gathers information about students and programs to meet state and federal statistical reporting

requirements. It helps school districts and the state research, plan, and develop educational programs.

The District and ODE may also match the SSN with records from other agencies as follows:

ODE uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information also is used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

A student's SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of student records.

Talented and Gifted Program

Identification procedures for intellectually gifted and academically talented (TAG) students are fully implemented, and programs/services are available for the District-identified TAG students in Kindergarten through Grade 12. Students are identified as TAG through the collection and careful review of a variety of information including parental referrals, Grade 2 CogAT (Cognitive Abilities Test) results,

and state test results for students in Grades 3-12, parent and teacher observations, and student input. A student may be identified as TAG in one or more the following categories: Intellectually Gifted, Academically Talented: Reading or Math, or Potential to Perform.

The District has a written plan for TAG programs and services in accordance with OAR 581.22.1330. Questions about the TAG program including the identification process, definitions, the District's TAG Programs and Services Plan, state requirements, and parental rights may be directed to the child's classroom teacher, the school TAG liaison, the school principal, and/or the District's TAG Director. The address of the District's TAG website is http://www.hsd.k12.or.us/district/school_improvement/tag/



Telephone Use

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

Title IX – Equal Opportunity

Title IX is a Federal law that states in part that no person shall be excluded from participation in, be denied the benefits of any program or activity, or be subjected to discrimination under any program or activity that receives Federal

assistance, based on sex. 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/she has been discriminated against may report the incident to the staff member on duty at the time or to the student's teacher or administrator. The teacher or administrator will take appropriate action, which may include following the rules for discipline outlined in the Standards of Student Conduct.

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

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

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

The Title IX coordinator for the District is Assistant Superintendent Suzanne Cusick. Dr. Cusick may be reached at 503-844-1500 or at 3083 NE 49th Place, Hillsboro, OR 97124.

Visiting Our Schools

Parents are welcome in all of our schools and are encouraged to visit their child's classroom. It is helpful if parents inform teachers in advance so that the

teachers can plan for their visit. *All visitors must check in at the school office when entering the building, pick up a name tag, and sign in so we are aware of who is in the building.*

We request that visitors not talk with children or teachers during instructional time. If necessary, your child may be called to the school office to confer with you.

Children not enrolled in our schools may not visit friends or relatives in our classrooms.

If there are court ordered restrictions on student contact with a non-custodial parent, custodial parents are responsible for providing the school office with copies of the current court documents.

Volunteers

Parents and other citizens who contribute their time and talents to the schools are valuable assets. We encourage the constructive participation of groups and individuals in our schools.

Volunteers perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Every effort is made to use our volunteer resources in a manner which ensures maximum benefit to the welfare and educational growth of students, the improvement of school programs, and the increase of school-community communication and interaction.

Notes:

Standards of Student Conduct 2006-2007
Hillsboro School District 1J

District Administration
503-844-1500

Jeremy Lyon, Ph.D.
Superintendent

Carlos Pérez
Deputy Superintendent

Suzanne Cusick, Ph.D.
Assistant Superintendent

Mike Scott
Assistant Superintendent

Board of Education

Monica Cordrey

Rebecca Lantz

Patti McLeod

Robb Nerdin

Hugh O'Donnell

Carolyn Ortman

John Peterson

SCHOOLS

Elementary School

Brookwood
 Butternut Creek
 David Hill
 Eastwood
 Farmington View
 Groner
 Imlay
 Indians Hills
 Jackson
 L. C. Tobias
 Ladd Acres
 Lenox
 Minter Bridge
 Mooberry
 North Plains
 Orenco
 Paul L. Patterson
 Peter Boscow
 Reedville
 W. L. Henry
 W. Verne McKinney
 West Union
 Witch Hazel

Principal

Molly Siebert
 Kari Woyak
 Toni Crummett
 Monique Monahan
 William Tracy
 Bruce Bourget
 Crystal Schmidt-Dipaola
 Steve Callaway
 Janis Hill
 Tom Noesen
 David Cox
 Michael Donovan
 Scott Choate
 Paul Goodhind
 John Matsuo
 Tim Bishop
 Lauri Lewis
 Andrew Dauch
 Virginia Baez
 Enedelia Schofield
 Patti Wiemer
 Linda Bishop
 Tiffany Smith

Phone

503-844-1715
 503-844-1390
 503-844-1680
 503-844-1725
 503-844-1735
 503-844-1600
 503-844-1090
 503-844-1350
 503-844-1670
 503-844-1310
 503-844-1300
 503-844-1360
 503-844-1650
 503-844-1640
 503-844-1630
 503-844-1370
 503-844-1380
 503-844-1700
 503-844-1570
 503-844-1690
 503-844-1660
 503-844-1620
 503-844-1610

Middle School

Brown
 Evergreen
 Poynter
 Thomas
 MEC 7/8

Principal

Don Brown
 Dave Parker
 Greg Timmons
 Mario Alba
 Stan Esselstrom

Phone

503-844-1070
 503-844-1400
 503-844-1580
 503-844-1050
 503-693-2922

High School

Century
 Glencoe
 Hilhi
 Liberty
 MEC 9/12

Principal

Ted Zehr
 Carol Loughner
 Sloan Presidio
 Gregg O'Mara
 Stan Esselstrom

Phone

503-848-6500
 503-844-1900
 503-844-1980
 503-844-1250
 503-844-1000

Statement of Non-Discrimination

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



DEAR STUDENTS AND PARENTS:

When we bring nearly 20,000 students together each school day, we agree to abide by certain behavior standards to ensure schools operate as they should. We rely on each parent, student, staff member, and community member to help by upholding those standards and expectations.

The attached document contains the Standards of Student Conduct for the Hillsboro School District for 2006-2007. The booklet contains a positive set of guidelines and rules to ensure success and safety for all. In order for optimum learning opportunities to occur, we ask all parents to review the Standards of Student Conduct, discuss the contents and expectations with your student, and reinforce the importance of appropriate behavior and responsible action on our school property, on District transportation, and while attending events associated with the school program.

Following the established Standards will help each of us develop a greater sense of pride and ownership in our community's schools. It is my commitment that our schools are safe and are places where learning occurs in a respectful, positive environment.

I invite you to join me in setting a positive example for all students.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Lyon".

Jeremy Lyon, Ph.D.
Superintendent

TABLE OF CONTENTS

Appendices 25

Athletic/Activity Academic Standards 10

Athletic/Activity Behavioral Standards 11

Attendance 8

Belief Statement 1

Bus Conduct 12

Character and School Success 1

Cheating 15

Complaint Procedure 23

Compulsory Attendance 8

Controlled Substances (Drugs) Including Alcohol 15

Corporal Punishment 23

Damage to School Property 8

Discipline 5

Dress and Grooming 15

Dress and Grooming for Optional Activities 16

Electronic Sound/Communication Devices 16

Expulsion 7

Freedom of Assembly 3

Freedom of Expression 3

Harassment 17

Mission Statement 1

OCR Compliance Officer 4

Philosophy of Discipline 1

Safety Assessment 22

Search and Seizure 17

Secret Societies/Gangs 20

Student Conduct and Discipline 4

Suspension 6

Threats of Violence 22

Tobacco 20

Vehicles—Motorized and Non-Motorized 20

Weapons 21

MISSION STATEMENT

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

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

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

CHARACTER AND SCHOOL SUCCESS

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

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

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

The Board of Directors believes schools support good character and ethical development by providing clear interactions with students, through behavior expectations and school rules which are fairly enforced, and through communication with parents. Staff and administrators will reinforce good habits and conduct. One tool that will be used consistently

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

BELIEF STATEMENT

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

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

PHILOSOPHY OF DISCIPLINE

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

the aim of modifying behavior patterns rather than punishing offenders.

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

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

This policy statement on student behavior has been prepared to inform students, parents, and staff members of general District policy in relation to student behavior and administrative regulations to carry out policy. Student handbooks published by each school specify expectations, rules, and procedures for correcting unacceptable behavior.

RESPONSIBILITIES OF STUDENTS, PARENTS AND SCHOOLS

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

RESPONSIBILITIES OF STUDENTS

- To attend school and all classes regularly and punctually.
- To come to each class with proper books, materials, and assignments completed.
- To be considerate of the rights/property of other students, staff, and community.
- To make a sincere effort in their classes and to involve themselves in the school program.

- To follow the regulations of the school and respect the authority of the teacher and other staff members.
- To develop standards of acceptable personal conduct.
- To report weapons, harassment, or other threatening or dangerous conduct.
- Higher expectations of conduct may be required for participants in school activities.

RESPONSIBILITIES OF PARENTS

- To read and understand the Standard of Student Conduct and other parent publications provided by the school.
- To insist upon the regular and punctual attendance of their children as required by the laws of the State of Oregon.
- To understand, and to insist, that their children comply with the rules of the school concerning conduct and attendance and to cooperate with the school in the enforcement of these rules.
- To insist that their children behave appropriately during school hours and at school-sponsored activities.
- To provide the means for their children to be prepared for school each day with lunch or lunch money, books, and necessary materials.
- To play an active part in seeing that the necessary time and effort are spent on homework.
- To be aware of dress and grooming requirements and to see that their child's appearance is appropriate for school.
- To understand the importance of safety for students and staff at school, to know what students bring with them to school, and to insist that students comply with the District's expectation for safety.
- To model respect and appropriate relations with teachers and other school staff.

RESPONSIBILITIES OF SCHOOLS

- To respect the personal worth, dignity, and needs of each student.
- To provide qualified and competent teachers.
- To provide a school environment conducive to learning.
- To provide special programs and services for children with special needs.
- To keep parents adequately informed on the behavior and performance of each child.

- To develop and distribute to parents and students reasonable rules and regulations governing student behavior and attendance.
- To provide fair and reasonable standards of conduct and to enforce those standards through appropriate disciplinary action.
- To provide every reasonable safeguard for the protection of health, safety, and welfare of all students.
- To cooperate with public agencies in matters involving students.
- To comply with the laws of the State of Oregon.
- To encourage high standards of personal integrity on the part of both students and staff.
- To provide security and adherence to the District's Standard of Student Conduct which may include the use of surveillance cameras in schools and on school buses. Students recorded on surveillance equipment violating the Standard of Student Conduct will be disciplined.

FREEDOM OF EXPRESSION

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

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

REGULATIONS

1. Students shall bear the responsibility in the exercise of their rights of expression.
 - 1.1 They shall not display or circulate materials which are libelous, obscene, or which create an immediate danger of physical disruption of the orderly operation of the school, or create a clear and present danger of violation of the law or existing attendance regulations.
2. Any publication, performance, activity or instructional material that is sponsored or in any way funded by the school shall be controlled by the school, and may be regulated by teachers and administrators based on instructional concerns.
 - 2.1 A school publication should reflect the total life of a school community. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community.
3. Handwritten, printed, photographic, or any material of any kind may not be sold or distributed in any manner on School District property unless it is a part of the basic school program or has been approved by the school principal or designee. The school principal or designee may determine the time and place for distribution.
4. Students who violate the policy shall be subject to in-school discipline, detention, school/community service, suspension, or expulsion.
5. This policy shall be applied in a manner that is nondiscriminatory and that allows the discussion of diverse viewpoints, including political and social issues. The policy shall also be applied in a manner that encourages respect for individuals without regard to race, religion, or national origin. However, this policy does not restrict the school from determining the curriculum and learning activities.

Refer to Policy IB-AR

FREEDOM OF ASSEMBLY

All members of the school community including students, faculty, administrators, and the Board are

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

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

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

- 1.1 The meeting is voluntary and student-initiated;
- 1.2 There is no sponsorship of the meeting by the school, the government or its agents, or employees;
- 1.3 Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
- 1.4 The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- 1.5 Outsiders may not direct, conduct, control, or regularly attend activities of student groups. Only students may perform these functions.

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

2. Students may have the right to gather informally provided they meet the following criteria:
 - 2.1 Students gathered informally should not disrupt the orderly operation of the educational process and must obey all other school rules;

- 2.2 Students gathered informally shall not infringe upon the rights of others to pursue their activities;
- 2.3 Students gathered informally should not be absent from scheduled classes.

OCR COMPLIANCE OFFICER

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

STUDENT CONDUCT & DISCIPLINE

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

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

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

assistance shall be requested when persistent violations of school rules occur. Students shall be liable for discipline, suspension, or expulsion for misconduct as outlined in the **Standards of Student Conduct**.

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

Refer to OAR 581-21-0050-0075

DISCIPLINE

Infractions listed below are grouped into two categories according to the seriousness of the offense; with **GROUP A** the most serious. These infractions and penalties apply to all students while on school premises or at school-sponsored activities (administratively approved and school supervised).

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

GROUP A

1. Unprovoked assault (this includes physical and sexual assault.)
2. Fighting.
3. Open acts of defiance or disrespect toward teachers or other school staff.
4. Unlawful interference with school authorities; interference with administrators or teachers by force, violence, or any coercion.
5. Refusal to participate in an investigation.
6. Profane, obscene, or abusive language, or actions toward teachers or other school staff.
7. Theft of school or personal property, unauthorized entry, including another individual's locker.
8. Malicious destruction/vandalism of or damage to District, school, or personal property.
9. Trespass (unauthorized presence or refusal to leave when ordered to do so by school officials or by other authorized personnel).
10. Setting of fires, setting off false alarms, making false reports to emergency services personnel, bomb threats, use or possession of explosive devices including smoke bombs or firecrackers.
11. Weapon offenses see "Weapons" section. Possession or use of all types of firearms or other potentially dangerous instruments or weapons.
12. Possession or use of all types of irritating or poisonous gases; i.e. mace and pepper mace. See "Weapons" offenses section.
13. Extortion, blackmail, or unlawful coercion: obtaining money, property, or actions against a person's will by threat, violence, or intimidation.
14. Drug and alcohol offenses, see "Controlled Substances."
15. Intimidation, racial slurs, or threat of harm to others.
16. All sexual conduct is prohibited on school or District premises or at school sponsored activities. Sexual conduct shall include but is not limited to sexual intercourse, oral sex or any other form of lewd sexual behavior.
17. Hazing, menacing, intimidation, indecent exposure, or any act that injures, degrades, or disgraces another person.
18. Harassment: behavior which causes the victim or victims to feel pestered, tormented, bullied, or persecuted. Harassment includes verbal as well as physical misconduct, particularly when the action is based on race, sex, national origin, religion, age, disability, or sexual orientation. Sexual harassment is defined as any deliberate, uninvited, unwanted, and unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written or physical conduct of a sexual nature directed at a person because of his or her sex.

19. Any display or signal for the purpose of identifying youth gang membership or youth gang support.
20. Soliciting others for membership in any gangs. (See also "Secret Societies/Gangs" Section.)
21. Under Title VI of the Civil Rights Act of 1964, retaliation against an individual because the individual has filed a harassment complaint, testified, assisted, or participated in a harassment investigation, proceeding, or hearing is prohibited.
22. Threatening, planning to commit violence, or inciting other students to act with physical violence upon any other person, or the school in general.
23. Failure to report to authorities weapons or dangerous conduct.
24. Serious violation of computer user network agreement.

PENALTY FOR GROUP A OFFENSES

Immediate suspension for up to ten (10) school days with possible recommendation for expulsion. Schools may require students who commit **Group A** offenses to participate in a safety assessment and may refer them to the police for possible legal action.

GROUP B

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

6. Profane or obscene language, gestures, or possession of obscene or pornographic materials.
7. Sexual behavior including but not limited to inappropriate touching, lewd and suggestive behavior, sexually explicit drawings, writing or language while on school or District premises or at school sponsored activities.
8. Failure to obey campus parking and motor vehicles regulations.
9. Gambling.
10. Improper display of affection.
11. Unauthorized use and/or possession of school documents, the defacing or forging in part or in whole of any document used in official school business (including parental notes).
12. Tobacco offenses see "Tobacco."
13. Cheating.
14. Possession of incendiary devices including lighters and matches.

PENALTY FOR GROUP B OFFENSES

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

SUSPENSION

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

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

the school and its students. Consideration shall be given to the effects of a suspension on all concerned, including other students, parents, teachers, and the student involved.

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

SUSPENSION PROCEDURES

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

EXPULSION

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

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

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

Expulsion shall not be ordered except upon waiver of a hearing or decision of the expulsion hearing officer, which may be appealed to the Board.

EXPULSION PROCEDURES

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

waiver form will be sent to them by registered mail.

4. The superintendent shall send a notice by both certified and regular mail to the parent/guardian which states:
 - 4.1 The specific charges and conduct constituting the alleged violation.
 - 4.2 The principal's recommendation for expulsion.
 - 4.3 The time, date, and location of the hearing.
- 1.2 Their right to representation.
5. Notice shall be provided at least five (5) calendar days prior to the District hearing. The hearing may be held prior to the expiration of the five days by mutual consent.
6. District-level hearings will be conducted in conformity with the District hearings procedure.
7. Alternative procedures for students who qualify under provisions of IDEA, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act will be followed as prescribed in those laws.

DAMAGE TO SCHOOL PROPERTY

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

fees or fines shall be allowed to do so via the District complaint procedure which is described on the last page of this document.

Refer to ORS 339.260

COMPULSORY ATTENDANCE

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

Persons having legal control of a student ages 7-18 who has not completed the twelfth grade are required to have the student attend school. Under the superintendent's direction and supervision, building principals shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Violation is a Class C infraction and is punishable by a citation up to \$150.

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

EXEMPTIONS FROM COMPULSORY

SCHOOL ATTENDANCE

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

1. **Students being taught in a private or parochial school in courses of study usually taught in Grades 1-12 in the public schools and in attendance for a period equivalent to that required of students attending public schools;**
2. Students proving to the Board's satisfaction that they have acquired the courses of study taught in Grades 1-12 in the public schools;
3. Students being taught by a private teacher the courses of study usually taught in Grades 1-12 in the public school for a period equivalent to

that required of students attending public schools.

4. Students being educated in the home by a parent;
5. Students excluded from attendance as provided by law;
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full time, lawfully employed part time and enrolled in school, or enrolled in a community college or other state-registered alternative education program.

Refer to ORS 163.577
ORS 339.010 - .090

Policy JEA

ATTENDANCE

Regular school attendance has been shown to affect students’ academic progress, grades, and development of positive work habits. District attendance procedures operate on the assumption that 95 percent of students have no attendance problems. We also assume parents are in the best position to make determinations regarding their child’s attendance. The school’s primary role in attendance accounting is to work cooperatively with parents and to assist students in developing habits of responsibility and dependability.

EXCUSED ABSENCES (POLICY JED)

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

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

Criteria for excusing students for absences upon parent request shall include: illness/injury, quarantine, bereavement, serious illness in the family, religious instruction, inclement weather, emergencies,

and/or legal or court appointments requiring the student’s attendance. The principal may also excuse students’ absences for educational/occupational interviews and necessary family travel. Medical professionals may request that a student be granted an excused absence. The principal may deny a parent request to excuse a student’s absence for travel and interviews if the student has excessive absences and his/her academic progress is in jeopardy.

Students will be excused for school-related absences such as approved field trips, student activities, and suspensions.

For religious, ethnic, or personal reasons, students may be excused on a limited basis from particular preplanned classroom activities or selected portions of the established curriculum.

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

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

UNEXCUSED STUDENT ABSENCES

AND TRUANCY (POLICY JEDA)

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

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

An unexcused absence is defined as any absence not meeting the criteria for excused absences. Criteria for excused absences may include: illness/injury, necessary family travel, educational/occupational interviews, quarantine, bereavement, serious illness in the family, inclement weather, religious

instruction, emergencies, legal/court appointments requiring the student's attendance, or medical appointments.

Truancy is defined as absence from school or class without permission.

A student's grade may be reduced or credit denied as a result of unexcused absences and/or truancy. Students are required to complete make-up work for unexcused absences, but may receive no credit for the work. In addition, the principal shall develop and implement a disciplinary policy within District guidelines for unexcused absences and truancy.

MAKE-UP WORK

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

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

EXCESSIVE ABSENCES

Excessive absences often negatively affect a student's academic progress.

Each school has developed procedures for encouraging students with patterns of excessive absences to attend school regularly. Specific procedures for your school are listed in the attendance section of the Parent-Student Handbook.

PARENTAL AUTHORITY

Students are subject to the authority of parents or legal guardians for school purposes. Students who are 18 years of age may assume personal responsibility with written parent permission. Administrative provision will be made for students who are emancipated or not living with a parent or legal guardian.

ATHLETIC/ACTIVITY ACADEMIC STANDARDS

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

DEFINITIONS

1. An athlete is defined as a student who is a member of a team, seventh through twelfth grade.
2. Activity participants are defined as participants in school-sponsored groups which represent the school publicly or in competition with other schools.

The goals of academic standards for participation are:

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

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

1. Meet the OSAA standards of:

Athletics, Cheerleading, Dance and Drill Teams

- 1.1 Meet the OSAA requirements of (1) having passed five subjects the previous semester or four subjects the previous trimester, and (2) be enrolled and doing passing work in at least five subjects the current semester or at least four subjects in the current trimester, and;
- 1.2 Pass all subjects or receive a 2.0 GPA on the previous grading period. Summer school grades may be added to the previous semester/trimester.

Speech

- 1.3 Be enrolled full-time and passing in subjects equivalent to five semester units of work or passing four trimester units of work.

OSAA individual eligibility restrictions apply to district and state speech tournaments only.

Music

1.4 Be enrolled in school and participate in the music program.

2. Meet the Hillsboro School District standard of:

1.4 Passing all subjects or receive a 2.0 GPA on the previous grading period.

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

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

Each athletic director shall be expected to:

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

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

In cases where a grade is dependent upon participation, alternative grading criteria will be developed so the student will still be able to earn the full range of grades (A-F). Students in band, chorus, and the school play will be allowed to participate in school concerts and play performances, but would be

excluded from extra or competitive activities such as contests, parades, and trips.

ATHLETIC/ACTIVITY BEHAVIORAL STANDARDS

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

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

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

DEFINITIONS AND STANDARDS

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

PENALTIES

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

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

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

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

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

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

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

BUS CONDUCT

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

with these rules or promptly obey the direction of the driver may result in forfeiture of the right to ride.

RULES

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

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

PENALTIES

1. Serious acts of irresponsible, inappropriate, or destructive behavior will result in **immediate** withdrawal of a student's bus riding privilege. Such incidents would include:
 - 1.1 Physical assault.
 - 1.2 Verbal abuse including harassment, threats, and inappropriate language.
 - 1.3 Interference with bus driver or bus operating controls;
 - 1.4 Vandalism;
 - 1.5 Any behavior that jeopardizes the safety of others, such as throwing objects.
2. The bus driver will issue students who violate transportation rules, or engage in other inappropriate behavior, a citation. The school administration will decide upon the appropriate discipline, which may include detention, assignment to school/ community service, loss of bus privilege, suspension, or expulsion.

3. Suspension from transportation services is defined as the withdrawal of a student's bus privilege for a maximum of ten (10) days. Expulsion from transportation services is the withdrawal of the bus privilege for up to one (1) year, and may be imposed either in the case of a serious incident as previously listed, or successive violation of rules governing pupils riding buses. Parents of students suspended or expelled from transportation services are entitled to the procedural rights outlined in these standards.

4. Alternative procedures for withdrawal of bus privileges will be followed for students who qualify under PL 101-476 or Section 504 of the Rehabilitation Act of 1973.

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

RULES GOVERNING PUPILS RIDING SCHOOL BUSES

Oregon Administrative Regulation 581-53-011

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

Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

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

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

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

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

CHEATING

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

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

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

CONTROLLED SUBSTANCES (DRUGS) INCLUDING ALCOHOL

USE OR POSSESSION

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

PENALTIES – FIRST OFFENSE

1. Immediate suspension from school for up to ten (10) school days.
2. Chemical abuse evaluation with:
 - 2.1 Counseling department (high schools)
 - 2.2 Designated community agent at District expense; or

2.3 Approved third party at parent/guardian expense.

3. After the evaluation a school counselor or administrator will meet with the student and parent/ guardian and, using the evaluation results, will outline activities for readmission. The student and parent/guardian will be required to complete the activities and submit timely progress reports to the principal through the counselor.
4. Students failing to complete the evaluation and subsequent follow-up will be subject to further disciplinary action, including expulsion.

PENALTIES – SECOND OFFENSE

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

SALE OR DISTRIBUTION

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

PENALTY FOR SALE OR DISTRIBUTION

Immediate suspension and recommendation for expulsion from school.

DRESS AND GROOMING

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

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should appropriately be left up to students and their parents, we feel a strong responsibility as a school to provide recommended guidelines for parents and students to use in determining what is and is not appropriate. The key guideline is that dress and grooming should never interfere with anyone's right to learn or teach,

or endanger health or safety. Where the nature of a learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities.

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

- 1.1 Clothing with gang stylized writing/script listing nicknames and other wording.
- 1.2 Clothing displaying drug symbols or paraphernalia.
- 1.3 All adornments such as necklaces or buttons that are drug related.

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

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

- 2.1 Shoes must be worn at all times.
- 2.2 An adequate coverage of the body is required. Halter tops, tank tops, muscle shirts, midriff, or otherwise revealing tops, exposed underwear, and very short skirts are inappropriate.
- 2.3 Exceptions to 2.1 and 2.2 above may be allowed in the P.E. areas only.
- 2.4 Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, or promote behavior violating school conduct standards is not permitted. Youth gang-related symbols, colors, or insignias are not allowed. Clothing decorated or marked with illustrations, words, or phrases that are disruptive or potentially disruptive, and/or that promote superiority of one group over another is not permitted.
- 2.5 Shorts are allowed as school attire provided that they are loose fitting and mid-thigh length for classroom wear.

Cut-offs and bathing suits are not allowed.

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

2.7 Clothing that could be harmful to self or others (e.g. studded collars or chains).

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

**DRESS AND GROOMING
FOR OPTIONAL ACTIVITIES**

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

Refer to Policy JFCA

**ELECTRONIC/SOUND
COMMUNICATION DEVICES**

District policy prohibits use of radios, tape players, CD players, and other electronic sound or communications devices in all classrooms. Use of communication devices at school for disruptive or illicit purposes is not permitted. Use of cameras or cell phones with cameras are forbidden in locker rooms and bathrooms. Small audio devices with earphones intended for personal use may be allowed

in some areas of the school at the discretion of the administration. Students are strongly advised to leave electronic sound and communication devices at home. School is not responsible for lost or stolen articles.

HARASSMENT

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

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

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

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

Refer to Form JBA-AR (Appendix A)

SEARCH AND SEIZURE

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

DEFINITIONS

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

1. "Reasonable suspicion" means sufficient knowledge possessed by the District official at the time the official makes or authorizes the search which would lead a reasonable person to believe that a search of a particular student or place will turn up evidence of a violation of law, Board policy, administrative regulation, or school rule. The official's knowledge may be based upon relevant past experience of the official, observation by the official, and/or credible information from another person.
2. "Past experience" may provide the District official with information relevant to the possibility of violation as well as information which enables the official to evaluate the credibility of information from another person.
3. "Credible information from another person" may include information which the District official reasonably believes to be true provided by another District employee, a student, a law enforcement or other government official, a parent, or some other person.
4. "Reasonable in scope" means that the manner, frequency, and extent of the search are reasonably related to the objectives of the search, limited to the particular student or students most likely to be involved in the infraction, and not excessively intrusive in light of the student's age, sex, maturity, and the nature of the infraction.

VOLUNTARY CONSENT

When a District official has reasonable suspicion to believe that evidence of a violation of law, Board

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

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

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

1. A search may be conducted of an individual student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bags, backpacks, or other containers used to carry belongings; and an automobile brought by the student to campus and parked on the campus subject to District and school regulations.
2. All searches shall be based on reasonable suspicion and shall be reasonable in scope.
3. Searches will generally be conducted by a building administrator. In certain circumstances, a law enforcement official(s) may assist a building administrator.
4. The student will generally be permitted to be present during a search of the student's personal property. The student's presence is not required, however.
5. Search of a student will be limited to the student's clothing only. Clothing means the student's coat, pants, socks, shoes, shirt, or other such garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.

6. A District official of the same sex as the student will conduct search of a student, except in emergency/dangerous circumstances.
7. Where the object of the search may be felt by a "pat down" of clothing or personal property, the District official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
8. Searches of a student will be conducted in privacy, out of the view of other students, staff, and others and in the presence of an adult witness of the same sex as the student, except in emergency/dangerous circumstances.
9. Any item removed from the student as a result of the above procedures, which is not evidence of a violation of a law, Board policy, administrative regulation, or school rule may be returned to the student, as appropriate.
10. School officials will attempt to notify parents of students involved in a search of the person or personal property.

ROUTINE INSPECTION OF DISTRICT PROPERTY ASSIGNED TO STUDENTS

1. Lockers, desks, and other storage areas provided by the school and assigned to a particular student(s) are the property of the District, remain in the possession of the District, and are under the control of the building principal.
2. Students may use District-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
3. Students shall be provided notification that District-owned storage areas assigned to students are subject to routine inspection without prior notice for any reason, to:
 - Ensure that no item which is prohibited on District premises is present;
 - Ensure maintenance of proper sanitation;
 - Ensure mechanical condition and safety;
 - Reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the District.
4. Students are expected to assume responsibility for the security of their lockers.

5. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

EMERGENCY/DANGEROUS CIRCUMSTANCES

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

OTHER SEARCHES

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

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto District property will be terminated. A refusal will subject the student to discipline up to and including expulsion, and law enforcement officials may be notified.

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

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

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

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

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

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

Drug-detection dogs will not be used for general or dragnet searches while students are present in the vicinity of the search. General district property searches, however, may be conducted before or after school, or while classes are in session.

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

DISCIPLINE

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

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

NOTICE

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

Refer to Policy JFG

SECRET SOCIETIES/GANGS

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

A secret society or gang is defined as a group that identifies itself though the use of a name, unique appearance, or language including: hand signs, claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

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

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.

3. Shall use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
 - Soliciting others for membership in gangs;
 - Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - Committing any other illegal act or other violation of School District policies;
 - Inciting other students to act with physical violence upon any other person.

PENALTIES

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

TOBACCO

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

PENALTIES

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

**VEHICLES
MOTORIZED AND NON-MOTORIZED**

School regulations concerning the use of vehicles by students for transportation to and from school or at school activities are necessary because of parking hazards, dangerous traffic patterns, safety and

supervision of non-drivers, school accountability to parents, and the control of loiterers. Vehicles are subject to search per Search and Seizure section.

MOTORIZED VEHICLES

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

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

NON-MOTORIZED VEHICLES

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

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

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

not be used on any Hillsboro School District properties.

<p style="text-align: center;">WEAPONS Policy JFCJ</p>

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

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

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

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

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

enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred.

Administrators shall also notify the appropriate law enforcement agency that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates this policy. Employees shall promptly report all other conduct prohibited by this policy to an administrator. For purposes of this policy and as defined by state and federal law, dangerous weapon, deadly weapon, firearm, and destructive device are defined as:

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

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

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

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

PENALTIES

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

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

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

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

SAFETY ASSESSMENT

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

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

The results of the Safety Assessment are used by school and District administration to determine disciplinary actions to develop behavioral intervention, and to establish supervision and monitoring strategies. These actions serve to protect students, staff, and the school community.

THREATS OF VIOLENCE Policy JFCM

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

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

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing, or using a dangerous weapon, deadly weapon, firearm, or destructive device as prohibited by state and federal law and Board policy.

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

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

The school principal shall ensure notification is provided to:

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

District employee and when threats of violence or harm are made by a student or others.

CORPORAL PUNISHMENT

1. Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student.
2. Corporal punishment does not include the use of reasonable force by a school administrator, teacher, school employee, or volunteer as necessary to maintain order or to prevent a student from harming himself/herself, other students, and school staff or property.
3. Corporal punishment is not construed to include physical pain or discomfort resulting from or caused by:
 - 3.1 Training for or participation in athletic competition voluntarily engaged in by a student.
 - 3.2 Recreational activity voluntarily engaged in by a student.
 - 3.3 Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects.
 - 3.4 Physical restraints or the use of aversive techniques as part of a behavior management program in a student's individual education program which has been signed by the parent and is carried out according to District procedures.

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

Refer to Policy JGA

COMPLAINT PROCEDURE

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

Refer to Form KLD-AR (Appendix B)

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



Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Names of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____



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

Name of complainant: _____

Address: _____

Phone: _____

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

Nature of Complaint: _____

What steps have you taken to resolve the issue? _____

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

Date: _____ Signature: _____



Standards of Student Conduct 2006-2007

The Standards of Student Conduct are reviewed annually by principals, assistant principals, and District administrators to align

with Board Policy and practices.

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

Phone: 503-844-1500

Fax: 503-844-1540

Printed at the District Print Shop.

