

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 education 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.

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.

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

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:

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.

<p style="text-align: center;">ATHLETIC/ACTIVITY BEHAVIORAL STANDARDS</p>
--

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.

WEAPONS Policy JFCJ

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: _____



Phone: 503-844-1500
Fax: 503-844-1540

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.

Printed at the District Print Shop.