CENTURY HIGH SCHOOL

2000 SW Century Blvd
Hillsboro, OR 97123

Important Telephone Numbers:
Main Office: 503-844-1800
Attendance Office: 503-844-1821
Athletic Office: 503-844-1816
Counseling Office: 503-844-1814
Registrar: 503-844-1806
Bookkeeper: 503-844-1803
Transportation: 503-844-1123

2011-2012
PARENT/STUDENT HANDBOOK

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WELCOME TO CENTURY HIGH SCHOOL!

Dear Parents and Students:

It is with great pleasure that we take this opportunity to welcome you to Century High School. For many, it is a greeting extended to old friends, to others, it is an introduction and an invitation. To all, it constitutes a pledge of continued efforts to provide the best possible education for our young men and women. We look forward to a successful and rewarding 2011-12 school year. Century High School can take pride in its highly qualified and dedicated staff. These educators view education as a partnership between home and school. Our faculty and staff are committed to providing the best education possible in preparing our students for the 21st Century.

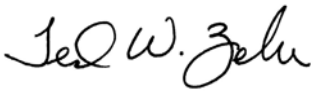
Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of Century High School. We offer many outstanding programs that are great ways to get involved at Century High School. The key components to a student's success include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

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

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

Again, I welcome you to Century High School. I look forward to meeting you and sharing a successful 2011-12 school year!

Sincerely,



Ted Zehr
Principal

BELL SCHEDULES

Regular Schedule – M, T, Th, F

Period 1	8:30 – 10:02		
Period 2	10:08 – 11:40		
Period 3A	11:46 – 1:18	First Lunch	11:40 – 12:14
Period 3B	12:20 – 1:52	Second Lunch	1:18 – 1:52
Period 4	1:58 – 3:30		

Academic Seminar- Wednesday

Period 1	9:00 – 10:25		
Period 2	10:31 – 11:55		
Period 3A	12:01 – 1:25	First Lunch	11:55 – 12:30
Period 3B	12:36 – 2:00	Second Lunch	1:25 – 2:00
Period 4	2:05 – 3:30		

STUDENT 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. Supervision will be provided at **8:00 a.m.** before school and until **3:45 p.m.** in the approved areas on campus. During Academic Seminar, adult supervision will not be provided until 8:30 a.m.

Such supervision does not include early morning or the time following student departure unless students are present for a scheduled activity. Students need to leave campus promptly at the end of the day, unless remaining for a **supervised** activity.

WHO'S WHO AT CENTURY HIGH SCHOOL

Principal
Ted Zehr

Assistant Principals
Janelle Danskey
Martha Guise

Dean of Students
TBA

Activities Director
Julie Kasper

Athletic Director
Kris Welch

Alternative Education
Jeff Gower

Business Education/Family & Consumer Sciences
Kyle Bunting
Alia Laack
Raya Nichols
Lisa Weisenfluh

Counseling
Lauryn Files
Allen Kopp
Emily Leeson
Chris Stover

ESL
Melissa Ellis
Devon Julien

Fine Arts
Keith Allen
Mary Kay Babcock
Jim Dunlop
Anne Johnson
Bill Johnson
Kelly Martin

Foreign Language
Nathaniel Buck
Michelle Gray
Carolyn Hainline
Tiersa Helwig
Andrea Mumford

Health & Physical Ed
Rhea Duncan
Samantha Elliott
Kristin Grazer
Christi Hillis
Bill Smith
Guy Takahashi

Language Arts
Keith Allen
Adam Billington
Stacy Carleton
Shelley Cole
June Gerst
Carolyn Hainline
Julie Kasper
Diana Killeen
Claude Landauer
Lydia Laurance
Vanessa Martinez
Mason Wright

Learning Resources
Nick Bender
Katie Griffen
Shelley Hawbecker
Danielle Johnson
Michael Raffaele
Zach Ross
Eryn Van Horn

Mathematics
Mark Christianson
Mark Coleman
Jeremy Conner
Dave Gainey
Sarah Holman
Doug Hopper
Theresa Kirsch
Christina La Tour
Matthew Loun
Bill Smith
Kris Welch

School-To-Work Coordinator
Scott Kellar

Science
Jason Baca
Secret Belanger
Rachelle Carnes
Laura Cheek
Derek Duggan
Mike Dunn
Miles Hudson
Joel Matykowski

Social Science
Wayne Bohm
Rick Burnett
Erica DeBois
Janine Jacobs
Deb Monnier
Aaron Nave
Trig Rogers
Trevor Smith
Brett Trosclair
Mason Wright
Heather Zehr

Technology
Tim Morley
Chris Winikka

ACTIVITIES AND ATHLETICS

General Activities

Band - Jim Dunlop
Choral – Mary Kay Babcock
Cheerleaders – Nicolette Gonzales
Dance Team - Liisa Stellmon
Drama - Bill Johnson
Forensics - June Gerst
Newspaper Staff - Lydia Laurance
Yearbook Staff – Keith Allen

Fall Athletics

Cross Country - John Gill
Football - Bill Smith
Boys' Soccer - A.R. Sutton
Girls' Soccer - Steven Corey
Volleyball - Jamie Lentz

Winter Athletics

Boys' Basketball - Scott Kellar
Girls' Basketball - Tim Owens
Swimming - Sarah Holman
Wrestling - Guy Takahashi

Spring Athletics

Baseball – Kyle Bunting
Girls' Golf - Carolyn Hainline
Boys' Golf - Claude Landauer
Softball - Kevin Brown
Girls' Tennis - TBA
Boys' Tennis – Zarko Suklje
Track - John Gill

SUPPORT STAFF

CLERICAL STAFF & EDUCATIONAL ASSISTANTS

Peggy Meeuwsen - Office Manager
Brenda Barnard - Athletic Secretary
Jennifer Blasé - Nursery Assistant
Trudy Bothum - Career Secretary
Jose Cabrera - Security
Melissa Denton - LRC Secretary
Veronica Garcia - ESL Assistant
Sylvia Healy – ESL Assistant
Karla Hernandez - ESL Assistant
Denise Hess - Receptionist
Carol Howarth - Study Hall Supervisor
Luanne Huebsch - Registrar
Amy Immerman - Evolve Aide
Lynn Jorgenson - DD Aide
Jennifer King - LRC Aide
Brenda Lakie - Health Room Assistant
Tony Marchant - Project Success/Youth Contact
Claudia McClellan - ESL Assistant
Kim McDonald - DD Aide
Lisa Miller - DD Aide
Caroline Nazareth - Student Assistance/ Youth Contact
Marie Parmelee - Bookroom
Lisa Poehlitz – DD Aide
Brad Post - LRC Aide
Susan Prentice - Media Center Assistant
Kristy Ray - Bookkeeper
Carla Roy - Attendance Secretary
Nancy Rubio - Bilingual Secretary
Kim Scarbrough - Teacher Secretary
Jan Schlottmann - Attendance Secretary
Charlie Strohm - Security
Nicole Takalo - DD Aide
Lynette Thompson - Evolve Aide
William Turner - LRC Aide
Brenda Vanderzanden - Counseling Secretary
TBA - DD Aide
Jacquelyn Hallquist - LRC Aide
Richelle Kennon - Nursery Assistant
Susan Prentice - Tech Facilitator

CUSTODIAL STAFF

Chris Collings - Head Custodian
Oscar Aguilera
Sal Espinosa
Ted Kramer
Perla Lopez
Tom Shi Tyler Spahn

CAFETERIA STAFF

Donna Hellman - Cafe Manager
Yoshimi Brown
Claudette Jaggers
Chu Pin Lee
Helga Lovell
Rosa Reyes
Faith Stanfield

CENTURY HIGH SCHOOL CALENDAR

Check the school and District websites for the most current information www.hsd.k12.or.us/schools/chs or www.hsd.k12.or.us.

GENERAL PARENT/STUDENT INFORMATION

ASSEMBLIES

Assemblies will always be either ***mandatory*** (attendance is required) or ***optional*** (student may opt to attend the assembly or report to a supervised study hall for the duration of the assembly). Closed campus rules remain and students may not leave without prearranged parent permission.

CULTURAL DIVERSITY

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

CLASS REQUIREMENTS

Century students are expected to maintain 3.0 credits per semester if participating in an OSAA sanctioned athletics or activities.

CONTACTING STAFF

Inquiries about your student's progress should always begin with the teacher. At Century High School there are several ways to contact a staff member:

1. **Voice mail**: Call 503-844-1800 and ask for the teacher, or the teacher's voicemail. Please leave a message and they will return your call as soon as possible.
2. **E-mail:** Use the teacher's last name or the first 7 letters of their last name along with their first initial. Finish with the District's address.

Example:

guisem@hsd.k12.or.us
zehrt@hsd.k12.or.us

STUDENT FEES

FEES

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

FINES

Fees not paid at the junior high level will follow the student to high school.

TEXTBOOKS

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

1. Students must return books to the bookroom and turn in the same book(s) they checked out from the bookroom.
2. Check all books carefully when they are issued to you. Students accepting damaged books may be held responsible for the damage.
3. Students are required to pay for lost or damaged books, which will be inspected when they are turned in. Charges will be based on the replacement cost of the lost or damaged book.

4. Diplomas will not be given to seniors who have outstanding balances. All fees must be paid and all textbooks and library books returned prior to walking in graduation.

STUDENT BODY CARDS

All students will be issued a student body card. Cards are required to check out materials from the library and the textbook room, to use a computer on campus and to pick up yearbooks. **All students must have ID pictures taken at registration or upon enrollment.** Students who have lost their cards may obtain replacement cards in the Media Center at a cost of $5. **Students must carry their ID card on campus, at school-sponsored events, and must present the ID to district or building staff members upon request.**

ASB STICKERS

Student Council strongly urges all students to pay student body dues. Dues provide operating funds for the extra-curricular activities such as assemblies, athletics, publications, and dances, from which all students benefit. Students who pay dues are entitled to admission to home athletic contests and reduced admission rates to drama productions and school dances. Athletes and students involved in activities are ***required*** to pay student body fees and/or user fees.

ASB Officers 2010-11

ASB Executive Board Members:

President – Alex Stoll
Vice-President – Daniela Lopez
Co-Director of Assemblies – Devon Christian
Director of Athletics – Jenny Tapia
Director of Funds – Jesus Verdi
Historian – Kimberly Mejia
Co-Director of Assemblies – Katherine Bocti
Director of Activities – Kenzie Lyda
Director of Academics – Alina Long
Administrative Assistant – Omar Rivera
Director of Spirit – Jessica Weber
Director of Service – Grace Piper
Secretary – Layla Aden
Director of Public Relations - Christina Nguyen
Director of Staff Relations – Briana Adamou

Class Officers:

Class of 2012
President – Jordan Lais
Vice President – Jennifer Nguyen
Secretary/Treasurer – Brittany Carter

Class of 2013
President – Nick Carleson
Vice President – Gavin Johnston
Secretary/Treasurer – Yana Tkachuk

Class of 2014
President – Drew Scott
Vice President – Ryann Fadden
Secretary/Treasurer – Hillary Le

Class of 2015
President – Maia Farris
Vice President – Megan Wyatt
Secretary/Treasurer – Sharenda Stevens

ASB Senators:

Class of 2012
McKenna Bloomquist
Clarissa Boggs
Brenda Guzman
Sonic Nguyen
Hayley Saccareccia
Hannah Smaby
Andi Stoll

Class of 2013
Jade Bawcom
Ivy Meyer
Savon Sengsavanh

Class of 2014
Rina Alazas
Kasi Gaarenstroom
Jenny Ho
Megan Monahan
Jordan Sheffer
Courtney Sirois

Class of 2015
Areyanna Gardiner
Cailin Osborne
Jordan Stoll

PARENT CONFERENCES

Parent Conferences, parents pick up report cards and have an opportunity to meet and conference with teachers who are in an arena setting in the Commons and Media Center. Parent Conferences will be held:

Thursday, October 20, 5:00-8:00 p.m., and Friday, October 21, 8:00-9:30 a.m.

STUDENT MESSAGES

It is vital to minimize interruptions to instruction time. Thus, only **emergency** messages will be delivered during class time. Requests must be made in a timely manner by parents or guardians. We thank you for your support.

CENTURY NEWSLETTER

The Century Newsletter (Jaguar Jargon) is a bi-monthly publication mailed to all Century families. The newsletter will keep students and parents informed of school events.

ADDRESS AND TELEPHONE NUMBER CHANGE

Please call 503-844-1806 to make changes. Please see additional information in the District section of this handbook.

PARENT INVOLVEMENT OPPORTUNITIES

CENTURY BOOSTERS

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

September 14 – 7:00 PM
October 12 – 7:00 PM
November 9 – 7:00 PM
January 11 – 7:00 PM
February 8 – 7:00 PM
March 14 – 7:00 PM
April 11 – 7:00 PM
May 9 – 7:00 PM

SITE COUNCIL

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

ADULT VOLUNTEERS

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

ATTENDANCE INFORMATION

Two critical keys to successful attendance are well-informed parents and students and good communication.

Oregon Law charges the school, not the parent, to determine which absences, other than illness or family emergency, should be excused.

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

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

Critical areas of the attendance policy for parents and students:

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

Please call the 24-hour attendance hotline at 503-844-1821 to report student absences. Notes will be accepted when phone contact is not possible.

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

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

3. **Pre-arranged Absence. Absences for reasons other than illness or family emergency should be arranged by parents before the planned absence. Some examples are family trips, hunting/fishing, school-approved trips/activities such as Outdoor School and athletic events, medical appointments.**

   Please abide by the following guidelines:

   a. A student may have only five days of pre-arranged absences per semester. Students will not be excused during the last week of a semester except in cases of emergency. Pre-arranged absences of more than three consecutive school days are strongly discouraged as they will negatively impact a student's academic progress.

   b. A pre-arranged absence will be issued only to students with seven or fewer absences per semester who are passing all classes.

c. Parents must call the attendance office to approve the pre-arranged absence. Students then do the following:

1. Obtain permission forms in the attendance office;
2. obtain teacher signatures, and
3. return the form to the attendance office prior to the absence. If these steps are not taken, the absence is not pre-arranged, and is unexcused.

d. At times, class material covered during an absence cannot be made up (class discussions, films, and lectures). A teacher may choose to give an alternate assignment.

Please note that in a block schedule, missing one day of school is equivalent to missing two full days of classes in a non-block schedule.

4. **Field Trips**. Participating in field trips is a privilege, not a right. Students who have many absences (eight or more), or are failing a class may be denied permission to go on a field trip.
5. **Medical/Dental Appointments**. Students are encouraged to schedule medical and dental appointments outside school hours. When necessary to keep an appointment, parents must call the Attendance Office **prior** to student check out. **If a student leaves without prior parent permission and without checking out in the attendance office, the result is an unexcused absence**.
6. **Leaving or Returning to School**. Students must check in and out of school in the attendance office. Failure to comply will result in unexcused absences for all classes missed and disciplinary action.
7. **Excessive Absence**. Absence of eight days or more in a semester is considered excessive. When a student is excessively absent from a class, regardless of reason, a letter will be mailed home. A phone contact will occur at that time.
8. **Truancy.** Truancy is defined as absence from school or class without permission. Any unexcused absence not verified by a parent/guardian or staff member within 48 hours is considered truancy. If a student is truant, parents will be contacted, and continued truancy will result in consequences ranging from conferences, assignment to a detention, suspension, or truancy referral to Hillsboro Police Department.
9. **Contacting Parents**. If you want the Century attendance office or Century staff to contact you at an address or phone number other than at your home, please let us know. You can call anyone in our offices or we will have forms available to do this at Back-to-School Night and Parent-Teacher Conferences.
10. **Tardies**.
    a. At the first period bell, students still in the halls must report to the attendance office for an admit slip.
    b. Tardies are counted by period. A parent contact will be made once a referral is made to the administrator (5th tardy).
    c. Consequences for tardies:

       1st tardy: warning

       2nd tardy: warning

       3rd tardy: 1 detention

       4th tardy: 2 detentions

       5th tardy: Thursday or Saturday School

       6th tardy and beyond: Community Service
    d. After 10 tardies, a parent/student/ administrator conference will be held.
    e. At the end of Semester One, tardy counts will start over.

11. **Make-up Work**. Students who are out of school more than one day may request assignments by calling the attendance office. Make-up work takes 24 hours to arrange.
12. **Participation Eligibility**. Students absent from school for more than half their class day may not participate in or attend any school-sponsored activity the day of absence, including any practice, athletic or activities. Students with unexcused absences or suspensions during a school day are also excluded.
13. **Semester Exam Policy**. Semester and end-of-year exams will **not** be given prior to the designated exam date. Make-up of exams at a later date must be approved through the principal in advance.
14. **Independent Student**. A student must be 18 years of age for his/her parent to request independent status. For an independent student to be excused they must call prior to 2:00 p.m. the day of the absence.

    If a student is not 18 years of age and wishes to become independent he/she must become emancipated through a court of law.

STUDENT SURVIVAL INFORMATION

OFF-LIMIT AREAS

The following areas are off limits during the school day:

1. All PARKING LOTS (except with pass from the attendance office).
2. Athletic and PE fields (including dugouts) are off-limits, unless supervised by a staff member, during the school day.
3. Hallways are off limits when classes are in session or during lunch periods.

Students should not loiter in the restrooms

Students found these areas will face disciplinary action, including possible suspension.

FOOD AND DRINK

No meals are to be taken outside the Central area (teal hallway) during lunches. Food is **only** allowed in the classrooms with teacher permission, provided it does not interfere with instruction.

LOCKERS

Students are responsible for their locker's condition and contents. It is the student's responsibility to notify the Attendance Office if the locker is defective or damaged. ***Lockers are the property of the school district and school authorities have the right and obligation to check lockers when there is reason to believe they may contain items which threaten student safety or welfare*.** Students may be charged for damage to locks or lockers. Locker combinations will be given only to the student assigned to that locker. Under no circumstances should lockers, or locker combinations be shared by students, and any theft and/or loss of property that may result is not the responsibility of the school.

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

LOST AND FOUND

Articles in the physical education lost and found are not to be removed without teacher authorization. Refer to District section for additional information.

VALUABLE PERSONAL PROPERTY

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

DAILY ANNOUNCEMENTS

1. Obtain announcement form from the receptionist in the main office or email your request to an administrator.
2. Fill out the form, including the message, and your advisor's signature, then return it to the main office. An assistant principal will read all announcements and edit or approve them as written.
3. Announcements will be broadcast on Jag TV and run on television monitors throughout the day.
4. Announcements must be turned in by noon the day before broadcast in order to post.

PLEDGE OF ALLEGIANCE

The students will show respect to the flag on a weekly basis during morning announcements as the state legislature mandates.

CHANGE/STAMPS

Century offices, library/media center, and cafeteria do not make change or cash checks. The offices do not sell stamps or mail personal mail**.**

VISITORS

Parents and other adults are always welcome in the building. **Please check in** at the main office. All visitors are **required to wear visitor identification tags when on our campus during a school day.** As a courtesy to staff, we ask that parents provide notification if they wish to visit classes. As a matter of building security, teachers are asked not to allow visitors into the classroom unless the visitor has checked into the main office and is wearing a visitor identification badge.

Due to safety concerns and sensitivity to the education process, **student visitors are not allowed on our campus during the school day**. This includes siblings, students from other schools, and out-of-town student guests.

ELECTRONIC DEVICES

To reduce interruptions to the learning environment and reduce the risk of theft, **electronic devices are no longer allowed in our classrooms**. This includes CD players, walkmans, PDA's, iPods, MP3 players, all musical devices, and cameras.

All cell phones must be turned off and stored in handbags/backpacks during class time. If cell phones are visible or audible in the classroom, they will be confiscated and turned in to administrators.

First offense:
Device is returned to student by administrator at the end of the school day

Second offense:
Device is returned to parent by administrator

Additional offenses:
Will result in disciplinary action and parent/student/administrator conference

PDA (PUBLIC DISPLAY OF AFFECTION)

School is NOT the place for long embraces or kisses. It is acceptable to hold hands and place arms around another's waist. Students show respect to each other and those around by displaying affection appropriately.

TELEPHONES

Pay phones are located at both ends of the building. Discretion and common courtesy apply when using these phones.

ASSEMBLY BEHAVIOR

1. Be courteous to fellow classmates, teachers and guests at all times.

2. Be seated promptly, and remain seated until dismissed.
3. Stop talking the moment someone appears at the microphone.
4. Talking, whispering or attracting attention is out of place, as is booing, whistling and shouting.
5. Show appropriate appreciation to the assembly presenters.

PARKING – STUDENT TRAFFIC

1. All motor driven vehicles must be registered with the attendance office. The parking sticker must be placed on the backside of the rear view mirror. Parking stickers are $30 for the first and $1 for each additional sticker for a family.
2. Student parking is located on the north side of the building. Students enter from Century Blvd.
3. The **PARKING LOT IS OFF- LIMITS** except for arrival and dismissal.
4. Good judgment and courtesy should prevail at all times when operating a vehicle on campus.
5. The speed limit is 10 mph.
6. The school and District are not responsible for damage or theft involving cars on campus.
7. **The school reserves the right to search any vehicle on campus if reasonable cause exists. If prohibited objects or substances are found, the owner/driver will be subject to disciplinary and/or legal action if deemed necessary by the school administration.**

Consequence for Parking Lot Violations(s)

First Offense:
2 week suspension of parking privileges

Second Offense:
Suspension of parking privileges for up to 9 weeks

Third Offense:

Revocation of parking privileges

Repeat offenders may have their cars towed at owner's expense

ACADEMIC INFORMATION

Information on graduation requirements, alternative sources of credit, early graduation and the grading system can be found the Century High School Course Catalogue, and the **District section of this handbook**.

GRADUATION

Senior students must complete all graduation requirements in order to participate in the graduation ceremonies.

All fees must be paid and all textbooks and library books returned prior to walking in graduation.

REPORT CARDS/PROGRESS REPORTS

Official semester and quarter grades will be mailed to parents, closely following the end of each grading period.

Mid-term progress reports will be mailed to parents of students who:

1. are receiving a D or F in a course for the current grading period; and/or
2. are experiencing marked changes in academic performance or attendance.

Other progress reports may be sent home with students at any time during the year.

GRADE CHECK

Please see Grading in the District section of this handbook for information on grading and reporting. All course grades will be based on a balanced grading scale. See each course syllabus for details on the grading scale used by each of your student's teachers.

Century High School staff members are sensitive to our parents' needs to access information regarding their student's progress. Besides the midterm, grade warnings, and final grades, parents can access information directly through teachers and by use of the grade check form.

A "grade check" can be obtained anytime during the school year. Parents are encouraged to contact the teacher directly using either voicemail or via email. A teacher's phone number and/or email can be found at www.hsd.k12.or.us/schools/chs or by calling 503-844-1800. If you are unable to reach a teacher, please contact your student's counselor at 503-844-1814.

Parents may request that their student have a weekly grade check. This procedure involves the student picking up the grade check form in the counseling office and taking it to each class on Friday. Each teacher will fill out the form, by placing the student's current grade and making comments as necessary. The student is responsible for having the form completed each week.

NON-ACHIEVING STUDENTS

Students are expected to demonstrate continuous effort to accomplish class objectives. Teachers are encouraged to call the parents if students demonstrate lack of interest and effort. Teachers are also encouraged to refer the student to their counselor. Every effort will be made to assist the student in correcting the problem.

ADDING/DROPPING A CLASS

Students may be able to add or drop a class without penalty if done within the first five days of the class. Students must also attend the class for three days before adding or dropping will be considered. Students who wish to drop a class after five days may only do so with administrative approval, and will do so with a grade of Withdraw/F on their transcript. Students will not be assigned early release or late arrival without parent permission.

HOMEWORK POLICY

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

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

MAKE-UP WORK

When a class is missed, **it is the student's responsibility to see his/her teachers concerning make-up assignments**. It is important that this be done the day the student returns to school so that he/she does not fall behind the rest of the class.

Students will be allowed one day more than the number of days absent to complete their make-up work. Example: If a student is out three days, he/she has four days in which to make up the work missed.

This policy does not apply to tests, exams, or major projects scheduled in advance. In these cases, the teacher's written class guidelines apply. If extenuating circumstances prevent the student from attending class, the student should contact the teacher the day the assignment is due. Students who have missed PE class need to arrange a make-up activity with their teacher.

COMMON SYLLABUS

In order to enhance clear communication and understanding of course expectations, Century teachers have agreed to use a common template for their course syllabi. Every course will follow this format and be shared with students at the beginning of the course.

MEETING STATE STANDARDS

In January of 2007, the State Board of Education voted to adopt new high school graduation requirements. These requirements are designed to better prepare each student for success in college, work, and citizenship. To earn a diploma, students will need to successfully complete the credit requirements, demonstrate proficiency in essential skills, and meet the personalized learning requirements. Students will also have the option to earn credit for proficiency.

The changes to the diploma will be phased in over the next seven years to allow students, families, schools and teachers to adequately prepare to meet these new requirements.

For additional information, please go to http://www.ode.state.or.us/search/page/?id=1684

STUDENT SERVICES

HEALTH SERVICES

A health assistant for emergency care will be available in the health office. Students should observe the following guidelines regarding health care:

1. Emergency illnesses and accidents occurring at school will be handled by the health assistant. The health office is not a hospital or doctor's office and is only for First Aid, referral for care, or to arrange to go home when ill or injured. Re-bandaging or simple procedures requested by a doctor or parents may be done, if necessary, for the student to remain in school. Ill and injured students unable to attend class will be sent home.
2. Parents or guardians are responsible for transportation home in case of illness and will be notified by the health assistant. No students will be permitted to go home without parental consent.
3. **Students should report to class and obtain a pass** before reporting to the health office except in cases of extreme emergency. The health center is only for students with a legitimate health problem. Students with emotional problems should see their counselor.

Positive Behavior Interventions and Support (PBIS)

Positive Behavior Interventions and Support (PBIS) is a schoolwide effort to create a positive social culture at Century High School. In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss

of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm.

COUNSELING/GUIDANCE SERVICES

The Counseling and Guidance program is available to all students. Counselors work to encourage and support students by helping them to understand their abilities, to identify their interests, and to set goals. Century High School counselors work with students individually, in small groups and in classroom activities. They also present information to students in large groups (class meetings for example) and to students and their parents in evening meetings.

Each counselor has approximately 400 students and meets with them for academic planning and personal counseling as needed. Counselors help students to examine what they have accomplished so far to be aware of graduation requirements and to make post high school plans.

A Freshman Can Expect*:*

1. To be assigned to a high school counselor and meet with that counselor through classroom guidance.
2. To stay with the same counselor throughout high school.
3. To receive assistance in developing a four year high school course plan, setting academic goals, and organizational skills for school success.
4. To receive counseling as needed with school and personal problems.
5. To receive (CIS) Career Information System (an online career/college search system) password and initial training.
6. To learn about high school graduation requirements and admissions to Oregon Colleges.

A Sophomore Can Expect*:*

1. To receive information about Century's Focused Programs of Study, which will help students make informed choices for their junior and senior years.
2. To complete their profile on Career Cruising and have an opportunity to explore careers.
3. To begin exploring post high school educational opportunities.
4. To receive counseling help in dealing with a school or personal problem.

A Junior Can Expect:

1. To attend a Junior meeting focusing on requirements for graduation and educational planning for 12th grade.
2. To update their profile on Career Cruising and have an opportunity to research careers, majors, and colleges through their focus program foundation class.
3. An opportunity to complete a Job Shadow or Informational Interview in a career field of interest.
4. The opportunity to attend a college event with representatives from public, private and community colleges will provide information and answer questions related to admission and financial aid.
5. College bound students should take the PSAT (standardized test) in October and the SAT or ACT in June of their junior year.
6. To create a resume.
7. To receive counseling help in dealing with a school or personal problem.

A Senior Can Expect:

1. To complete a transition plan outlining careers and colleges of interest.
2. To review transcript and develop graduation plan as needed.
3. To create a resume and finish the career credit development credit toward required for graduation.
4. To meet with a career center staff member or parent volunteer focusing on:
   - College application process
   - Financial aid information
   - Scholarship information
   - Career planning
   - Military
5. To receive information regarding college admission testing (SAT or ACT) and college placement. For additional information, go to: www.collegeboard.com.
6. To receive special counseling assistance, by request, in applying for a wide variety of local, state and national scholarships.
7. To receive special counseling assistance, by request, with college applications and recommendations, SATs and financial planning. A three-week notice is required when requesting a staff letter of recommendation.
8. To receive counseling help in dealing with a school or personal problem.

JAG CREW

Century's "Jag Crew" is a transition program for incoming 9th graders. Groups of approximately ten incoming 9th graders will be mentored by a junior or senior student who helps them get to know school culture and processes during orientation.

FINANCIAL AID

The underlying principle of financial aid programs is to ensure access to post-high school education programs. The primary responsibility of financing college rests with the student and parents. However, there are dollars available to assist in meeting the costs of your education.

To establish eligibility, parents are required to complete a Free Application for Federal Student Aid form (FASFA) during a student's senior year. Based on analysis of income, assets, age, dependents, and indebtedness, a "parent-student contribution" is developed. The difference between this amount and the total cost of your planned post-high school educational program is considered "financial need." The educational institution then tries to construct a financial aid package to meet this need.

CAFETERIA

Expectations

All students using the cafeteria are expected to clean up their own litter. Trash is to be thrown in garbage cans. **Students are responsible for litter at the table where they are seated**. Uncooperative students will lose the privilege of using the cafeteria.

*For information on the lunch program, please refer to the District section of this handbook.

STUDENT STORE

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

LIBRARY/MEDIA CENTER

The Century High School Library Media Center (LMC) is the information center of our school. It is the source of print and non-print materials. It supports instruction, provides information for individual

needs and encourages leisure reading. It is open for students looking for a quiet place to read daily newspapers, pursue research, do homework, check out and/or read a good book, between 8:30 a.m. and 3:30 p.m.

We offer local and national newspapers, over 100 periodicals and a number of CD-ROM databases providing full text and/or citations for additional periodicals, journals, and encyclopedias in both networked and stand-alone configurations. Century's computer network provides access to the Internet, an on-line card catalog, and various other on-line services.

Students must show ID card in order to check out library materials and use library computers. Books are circulated for three weeks and may be renewed for an additional three weeks. Magazines are checked out for seven days. Reference books are checked out for **overnight use only** and are due **before 2nd period** the following day. Students are expected to pay for materials charged to their card and not returned or damaged. Fines of 25 cents per day are charged for materials. A $2.50 processing fee will be charged above the cost of lost and damaged books. **No food, drink, or backpacks are allowed in the library.**

CAREER CENTER

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

PUBLICATIONS

The Century High School yearbook may be ordered for $50 during fall registration. After October 1, the price increases to $55. Photo identification must be shown in order to pick up yearbooks.

The school newspaper will be distributed to students on a regular basis without cost.

SCHOOL-TO-WORK PROGRAM

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

CENTURY POWER MATRIX

Century
High School

P.O.W.E.R
Pride
Ownership
Wisdom
Excellence
Respect

"Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own power you cannot be successful or happy."
Norman Vincent Peale

	Learning Environments (Classrooms, Gym, Labs, Auditorium, Library)	Common Areas. (Hallways, Buses, Parking, Offices, Bathrooms, Locker Rooms)	Activities/ Athletics (Assemblies, Dances, Sporting events)
Pride	• Ask Questions • Promote Accomplishments • Keep it Clean • Participate (Be a part of instead of apart from)	• Strive for cleanliness • Aim for a healthy positive environment • Appreciate posters, signs and art on the walls	• Show school spirit • Dress appropriately • Positively represent yourself and your school
Ownership	• Value your own work • Be prepared everyday • Practice academic honesty • Make sure you are on time.	• Take responsibility for your actions • Leave it cleaner than you found it. • Demonstrate that safety is your number one priority	• Mind your waste • Own the team/event • Support our teams no matter the outcome
Wisdom	• Value everyone's perspective • Approach new ideas openly • Embrace unique ideas • Look beyond stereotypes	• Invite others into your group • Use non-offensive language • Express gratitude • Be aware of the effect of non-verbal cues	• Get involved-know what is going on • Pay attention • Be the model for positive behavior
Excellence	• Strive to do your best • Believe in yourself and others • Look for opportunities to grow • Your reach should extend beyond your grasp	• Be professional • Help others in need • Recycle	• Encourage, enjoy, energize • Participate and strive for excellence. • Be involved in something or create something to be involved
Respect	• Value your strengths • Understand the power of non-verbal communication • Treat others and property with respect. • Use appropriate language and voice. • Off and away	• Use respectful language • PDA is not ok. • Be sensitive of your volume • Clean up after yourself-place trash in the garbage	• Use appropriate language • Cheer don't boo • Off and Away • Be a good audience • Appreciate the announcements and efforts of student leadership

Definitions

Century Power

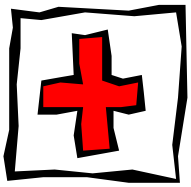
Century
High School

P.O.W.E.R
Pride
Ownership
Wisdom
Excellence
Respect

Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own power you cannot be successful or happy
Norman Vincent Peale

Pride	• Have confidence in who I am • Celebrate my accomplishments • Represent and support my school positively
Ownership	• Be responsible for my words and actions • Take care of myself, each other, and my community • Act with integrity/Do the right thing!
Wisdom	• Understand differences in cultures and opinions • Learn from my mistakes • Use my time now to build my future
Excellence	• Do my best! • Set high standards for myself and others • Reach the next level
Respect	• Earn it for myself • Give it to others • Honor diversity

TEEN RESOURCE SERVICES



In an emergency, 911 isn't the only place to call!

Boys and Girls Aid Society (24 Hour Hotline) ..... 503-641-7820+
Teen Health Line (Health Information) ..... 503-648-0829+

Crisis/Emergency

Emergency Police ..... 911+
Boy and Girls Aid Society ..... 503-641-7820+
Mental Health Crisis ..... 503-291-9111+
Alcohol/Drug Help Line ..... 503-640-5311+
Rape Victim Advocacy ..... 503-640-5311+
Poison Control ..... 503-494-8968+

Information and Referral

Beaverton Family Resource Center ..... 503-526-9516+
Community Action Organization ..... 503-648-0829+
Neighbor Share ..... 503-598-0505+
Tualatin Community Resource Center ..... 503-691-9008+

Emergency Food/Shelter

Adult and Family Services
- Beaverton ..... 503-646-9952+
- Hillsboro ..... 503-693-1833+

Care To Share ..... 503-646-8378+
Salvation Army 503-640-4311
St. Vincent de Paul 503-648-5097

Mental Health/Delinquency Prevention

Counseling for Children and Teens in Beaverton and Hillsboro
- Youth Contact ..... 503-640-4222+
- Network ..... 503-648-0753+
- Tualatin Valley Center ..... 503-645-3581+

Child Abuse

Services to Children and Families 503-648-8951
Domestic Violence Resource Center ..... 503-640-1171+
Spanish speaking+

Education and Support Services

Dealing with Divorce (Youth Contact) ..... 503-640-4222+
Domestic Violence ..... 503-640-5352+
Sexual Minority Youth Support Group 503-872-9664
Phoenix Rising Foundation (Sexual Minority) 503-238-0769
Youth Problem Gambling 503-684-1424
Drug, Alcohol, and Tobacco (Youth Contact) ..... 503-640-4222+
Planned Parenthood ..... 503-775-3918+
Maternity Care ..... 503-648-8881+
Prenatal Outreach & Education ..... 503-359-5564+
Suicide Crisis Line 503-359-4141
Suicide Prevention 1-888-649-1366

Teen Health Info (Confidential) 1-800-998-9825

Recreation Resources

Boys and Girls Clubs ..... 503-232-0077+
Campfire 503-224-7800
Community Music Center 503-823-2227
OMSI 503-797-4571
Oregon Extension 4-H 503-725-2044
Police Activities League 503-823-0250
Portland Parks 503-823-2223
Portland Parks Pools 503-823-5130
YMCA 503-294-3355
YWCA 503-294-7400

Programs for Youth Employment

Work Force Development 503-241-4600
Oregon Human Development ..... 503-640-6349+
Employment Division, Beaverton 503-644-1229
Employment Division, Hillsboro ..... 503-640-6642+
Cascade Education Corps 503-357-9774

Spanish speaking-+

HILLSBORO SCHOOL DISTRICT INFORMATION/POLICIES

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Hillsboro Schools Directory

Over 20,000 students are enrolled in 34 Hillsboro schools. Twenty-five elementary schools, four middle schools, and four high schools are organized in four feeder systems. Miller Education Center offers alternative programs for middle and high school students. The following feeder systems include:

Office for School Performance

503-844-1500

Steve Larson, Assistant Superintendent
Office for School Performance

Kathi Robinson, Executive Director
Curriculum/Instruction/Assessment

Dave Parker, Executive Director
Secondary Education

Dayle Eder-Spitzer, Executive Director
Elementary Education

Brown / Century			**South Meadows / Hilhi**		
R. A. Brown Middle School			South Meadows Middle School		
	Don Brown, Principal	*503-844-1070*		*Arturo Lomeli, Principal*	*503-844-1980*
Century High School			Hillsboro High School		
	Ted Zehr, Principal	*503-844-1800*		*Matthew Smith, Principal*	*503-844-1980*
Butternut Creek Elementary			Miller Education High School		
	Enedelia Schofield	*503-844-1390*		*Stan Esselstrom, Principal*	*503-844-1240*
Imlay Elementary			Brookwood Elementary		
	Kona Williams, Principal	*503-844-1090*		*Molly Siebert, Principal*	*503-844-1715*
Indian Hills Elementary			Farmington View Elementary		
	Bruce Bourget, Principal	*503-844-1350*		*Roger Will, Principal*	*503-844-1735*
Ladd Acres Elementary			Groner Elementary		
	David Cox, Principal	*503-844-1300*		*Christie Petersen, Principal*	*503-844-1600*
Reedville Elementary			Minter Bridge Elementary		
	Virginia Baez, Principal	*503-844-1570*		*Mary Mendez, Principal*	*503-844-1650*
Tobias Elementary			Rosedale Elementary		
	Steve Callaway, Principal	*503-844-1310*		*Greg Zinn, Principal*	*503-844-1200*
			W. L. Henry Elementary		
				Alison Pierce, Principal	*503-844-1690*
			Witch Hazel Elementary		
				Grant Corliss, Principal	*503-844-1610*

Evergreen / Glencoe			**Poynter / Liberty**		
Evergreen Middle School			Poynter Middle School		
	Rian Petrick, Principal	*503-844-1400*		*Greg Timmons, Principal*	*503-844-1580*
Glencoe High School			Liberty High School		
	Bob Macauley, Principal	*503-844-1900*		*Gregg O'Mara, Principal*	*503-844-1250*
Free Orchards Elementary			Eastwood Elementary		
	Becky Brauer, Principal	*503-844-1140*		*Monique Monahan, Principal*	*503-844-1725*
Jackson Elementary			Lenox Elementary		
	Jon Pede, Principal	*503-844-1670*		*John Matsuo, Principal*	*503-844-1360*
Lincoln Street Elementary			Mooberry Elementary		
	Jason Olson, Principal	*503-844-1160*		*Brian Haats, Principal*	*503-844-1640*
North Plains Elementary			Orenco Elementary		
	Craig Harlow, Principal	*503-844-1630*		*Tim Bishop, Principal*	*503-844-1370*
Paul L. Patterson Elementary			Quatama Elementary		
	Jonathan Pahukula, Principal	*503-844-1380*		*Janis Hill, Principal*	*503-844-1180*
W. V. McKinney Elementary			West Union Elementary		
	Celia Murray, Principal	*503-844-1660*		*Ken McCoy, Principal*	*503-844-1620*

Additional Education Opportunities

In order to provide innovative and flexible ways of educating children, Hillsboro School District offers alternative education options within the public school system, including the Expanded Options and Tuition Reimbursement Programs. These options provide opportunities for students to take classes from PCC and other state colleges and universities. Placement of a student in an alternative education program will be made only if the program has been determined by the District, according to District policy, to best serve the student's educational needs and interests, within District and state academic standards. (ORS 336-615-336.675, ORS 339.250, and OAR 581-022-1350). For additional information about placement in alternative education programs, contact your school counselor or principal.

The Miller Education Center (MEC) offers a variety of educational opportunities for students in Grades 6–12. Staff is trained to prepare students for high school, college, or the workplace, as well as to assist students in developing appropriate behavior and social skills. Parents can call 503-844-1000 for more information.

Financial Assistance for Alternative Education

As provided for in ORS 336.635, parents or legal guardians of students may request district financial assistance for enrollment in an approved alternate program of instruction. Such financial assistance requires advance approval, apply only to tuition costs, and be limited to an amount equivalent to the District's receipts from the Basic School Support Fund for the pupil. Parent requests for advance approval should be submitted on the designated District form to school counselors.

Athletics and Activities – Behavior and Academic Standards

Athletic and activity participants must meet Oregon School Activities Association (OSAA) and District behavioral and academic standards. Refer to the Standards of Student Conduct for current standards.

Athletics and Activities Eligibility Requirements

Academic Standards

In order to meet academic standards, a student must:

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, meet OSAA minimum satisfactory progress towards degree requirements; and
2. Meet the District requirement of passing all subjects or receive a 2.0 GPA on the previous grading period (quarter, semester, trimester).

Participants in athletic/activity programs not meeting the OSAA standard are, by OSAA regulation, ineligible for the term. They may not participate or represent the school until semester/trimester grades are posted to determine eligibility. Students may not practice if they do not meet the OSAA standard unless they apply for an exception and it is approved by the OSAA. The OSAA's approval will be contingent, in part, on the student submitting a plan for how he/she will fulfill academic requirements given the time demands of athletic/activity participation. Students granted an exception and allowed to practice must meet the OSAA academic standard at the nine-week grading period.

Participants in athletic/activity programs not satisfying District standards shall be allowed to practice but lose the privilege of representing their school until they demonstrate a positive report at 4½ weeks.

Incoming ninth-grade students must also meet District academic standards for eligibility for OSAA sponsored programs. Final grades posted from the student's eighth grade spring semester/trimester will be used to determine eligibility for the fall season. Summer school grades may be added for eligibility.

Process for getting cleared to participate:

1. Parent participation form
2. Physical exam form
3. Check grades for previous semester/trimester
4. Participation fees must be paid from previous support/activity

Eligibility Requirements

Participation in athletics/activities is available to any student. The following regulations govern athletic/activity eligibility, *including incoming freshmen (8th grade transcripts):

1. The participant must meet OSAA and District eligibility requirements.
2. The participant must adhere to the training and citizenship rules established by the coach, athletic department, and school administration.
3. The participant must meet physical requirements and possess some type of insurance which covers him/her for athletic injuries.
4. A participant who is dropped from a squad for disciplinary reasons will not be allowed to become a member of any other sport during that season.
5. A participant may not drop from one sport squad and transfer to another without agreement of both coaches concerned.
6. A participant must possess a student body card with an ASB sticker.

The Hillsboro School District recognizes athletic/activity participation as an integral part of the educational process. Experience has shown that such participation promotes and supports the academic mission of schools, 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.

If you have any questions, please do not hesitate to contact the high school athletic directors:

District Office	Casey Waletich	503-844-1800	**Hilhi**	Steve Drake	503-844-1980
Century	Kris Welch	503-844-6500	**Liberty**	Dave Erickson	503-844-1250
Glencoe	Scott Ellis	503-844-1900			

Closed Campus

School board policy requires that students remain on campus from the time they arrive until the end of their school day. Leaving campus during the day *for any reason* without first checking out through the attendance office will result in unexcused absences for any class periods missed.

Students are expected to leave their cars immediately upon arriving at school and are not allowed in the parking lot during the school day without written permission. Disciplinary action will result for failure to comply with this policy.

Diploma Requirements

Hillsboro School District High School Diploma Options

As Hillsboro students work to be successful in their next steps (e.g. postsecondary education and training, workforce entry, career school, apprenticeship, military) the Hillsboro School District is committed to ensuring a variety of options are available to meet all students' needs.

Students receiving a diploma from the Hillsboro School District must meet State and District requirements. The following charts illustrate the diploma options and phase-in schedule.

Chancellor's Diploma

The Hillsboro Chancellor's Diploma is based on the Oregon University System requirements and is recommended to adequately prepare students for college admissions. The Chancellor's Diploma is based on the highest level of admissions requirements including the following:

HSD Chancellor's Diploma Requirements	
4.0	Language Arts*
3.0	Math (Including Algebra 2)*
3.0	Science
1.0	PE
1.0	Health
3.0	The Arts/Career Technical Education (CTE) and at least 2 Second Language*
3.0	Social Sciences*
7.0 .5	Electives Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
26	**Total Credits** **"C" or better in every academic credit requirement*** **Cumulative GPA of 3.4** ***16 academic credit requirements plus 2 additional academic credits** **Add proficiency in Essential Skills starting with the Class of 2012**

Standard Diploma

In January of 2007, the Oregon State Board of Education voted to adopt new high school graduation requirements. These new requirements are designed to better prepare each student for success in college, work, and citizenship. To earn a standard diploma, students will need to successfully complete the credit requirements, demonstrate proficiency in essential skills, and meet the personalized learning requirements. A phase-in schedule has been created to allow students, families, school and teachers to prepare to meet these new requirements.

Class of 2012, 2013 HSD Standard Diploma Requirements	
4.0	Language Arts
3.0	Math
3.0	Science – scientific inquiry (2 with lab experiences)
1.0	PE
1.0	Health
3.0	Social Sciences
3.0	The Arts, Second Language, Career and/or Technical Education
5.0 .5	Electives Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
	Demonstrate proficiency in Essential Skills: • Read and comprehend a variety of text at different levels of difficulty • Write clearly and accurately (2013)
24.0	**Total Credits**

Class of 2014 HSD Standard Diploma Requirements	
4.0	Language Arts
3.0	Math – all at Algebra I level and above
3.0	Science
1.0	PE
1.0	Health
3.0	Social Sciences
3.0	The Arts, Second Language, Career and/or Technical Education
5.0 .5	Electives Senior Seminar (required for students not enrolled in a senior level CAM or Focused Program of Study)
.5	Career Development
	Demonstrate proficiency in five essential skills: • Read and comprehend a variety of text at different levels of difficulty • Write clearly and accurately • Apply mathematics in a variety of settings
24.0	**Total Credits**

Modified Diploma

A modified diploma is a high school completion document that may be earned by students who have demonstrated an inability to meet the full set of academic content standard required for a standard high school diploma, even with reasonable accommodations. In addition to the credit requirements, a student must demonstrate proficiency in the essential skills with reasonable modifications and accommodations.

HSD Modified Diploma Requirements	
4.0	Language Arts
2.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts, Second Language, Career and/or Technical Education
2.0	Social Sciences
8.0 .5	Electives Senior Seminar with modifications (required for students not enrolled in a senior level Focused Program of Study)
2.5	Career Development
	Demonstrate proficiency in essential skills: • Read and comprehend a variety of text at different levels of difficulty • Write clearly and accurately (2013) • Apply mathematics in a variety of settings (2014)
24.0	**Total Credits**

Extended Diploma

An extended diploma is a high school completion document that may be earned by students who have demonstrated an inability to meet the full set of academic content standard required for a standard high school diploma, even with reasonable modifications and accommodations. In addition to the credit requirements, students must have participated in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles. Students are exempt from personalized learning requirements and from demonstrating proficiency in essential skills.

Extended Diploma	
2.0	Language Arts
2.0	Math
2.0	Science
1.0	PE
1.0	Health
1.0	The Arts or a Second Language
3.0	Social Sciences
12.0	**Total Credits** *May not include more than 6 credits in a self-contained special education classroom*

Alternative Certificate

An Alternative Certificate will be awarded to students who do not satisfy the requirements for a chancellor's diploma, standard diploma, modified diploma, or extended diploma.

GED

The GED Tests provide the opportunity to earn a high school equivalency certificate. Recognized nationwide by employers and educators, the GED certificate is available through Miller Education Center and Portland Community College.

Diploma Notes

Essential Skills

Beginning with the class of 2012, graduation requirements include multiple options for students to demonstrate proficiency in a set of Essential Skills. Essential skills are designed to equip students with what they need to be successful in college, the workplace, and their communities. They help students acquire knowledge and skills in academic and career and technical studies and apply what they learn to real world situations. Students learn and apply essential skills in all subject areas, both in the classroom and outside of school.

Students must demonstrate proficiency in the first four Essential Skills and the remaining will be phased-in over time.

- Read and comprehend a variety of written materials (2012)
- Write clearly and accurately (2013)
- Apply mathematics in a variety of settings (2014)
- Listen actively and speak clearly
- Think critically and analytically
- Use technology to learn, live and work
- Demonstrate civic and community engagement
- Demonstrate global literacy
- Demonstrate personal management and teamwork skills

Students will have multiple chances and a variety of assessment options to show that they can meet the requirements.

Senior Portfolio and Senior Projects

A set of personalized learning requirements are also required for graduation and met through the completion of a Senior Project and Portfolio:

- *Education Plan and Profile:* Students will develop a Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals.
- *Career-Related Learning Experiences:* Students will participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
- *Extended Application:* Students will apply and extend their knowledge in new and complex situations related to the student's personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.
- *The Career-Related Learning Standards:* continue through 2012, at which time they become part of the Essential Skills.

Grading

Hillsboro School District's grading and reporting system shall provide students, parents, teachers, and the community with a framework for accurately reporting student achievement. It is the District's responsibility to the community that all school members will work to challenge and support all students in the pursuit of their highest levels of academic and personal achievement. Therefore, the District, in order to stimulate achievement as measured by its extraordinary expectations, adopted Policy IK: Student Evaluation (Academic Achievement) in the spring of 2010.

There are three basic tenets of Policy IK.

1. A student's grade should be determined with assessments that are summative in nature. Summative Assessments are conducted when a student has had adequate opportunity for instruction and practice to demonstrate proficiency on the standard. It is designed to provide information that will be used to make judgments about a student's achievement at the end of a sequence of instruction. Examples may include formal observation, tests, projects, term papers, exhibitions, reports, research, and assignments used to measure or assess what a student knows and can do. For the 2011 school year summative assessments should make up at least 90% of the final grade.
2. All other non-academic factors, while they are extremely important, distort the actual level of academic achievement. Some examples of non-academic factors that should not be factored into a student's grade are:
    a. Effort
    b. Participation
    c. Classroom attitude and behavior
    d. Attendance
    e. Promptness in completing assigned work
    f. Other behavioral expectations described in the syllabus

    For the 2011-12 school year, nonacademic factors should not account for more than 10% of the final grade. The only time these factors are allowed to be included in a grade is when that factor is part of a state standard.
3. Teachers will utilize a balanced grading scale where there are an equal number of points in each grading category: A, B, C, D, F.

Specific information on individual teacher's grading scales will be included with each secondary course syllabus handed out at the beginning of the course.

Grading Scale	
A	Work of such character as to merit special recognition.
B	Above-average performance.
C	Average work, meeting minimum requirements.
D	Work below-average and fulfills only the minimum expectations of the course.
F	Failing work which does not meet minimum requirements and demonstrates lack of competence.
I	INCOMPLETE – Used when teachers do not have sufficient evidence to determine a grade.
N	NO GRADE – For office use only. Indicates that the student took the class but received no grade for it. N is not used in the calculation of the GPA. No graduation credit is awarded.
P	PASSING – Awarded to students with modified course objectives (e.g., IEP students). P is a final grade that is not used in the calculation of the GPA. Graduation credit is awarded.
S/U	SATISFACTORY/UNSATISFACTORY – Assigned for non-credit classes and credit recovery.
WF	WITHDRAWN FAILING – Administrative approval is required. Used to indicate that the student has withdrawn from class with an F. Like the F grade, WF (point value 0) is a final grade used in the calculation of the GPA. No graduation credit is awarded.
WP	WITHDRAWN PASSING – Administrative approval is required. Used to indicate that, upon withdrawal, the student was passing the class, but is medically or unavoidably unable to finish. WP is a final grade and cannot be made up. It is not used in the calculation of the GPA. No graduation credit is awarded.

Emergency Closures & Inclement Weather

In the event of hazardous weather or other emergencies, radio and television stations will carry school schedule change information. The District will strive to post closure and delay information on the District website as soon as possible at www.hsd.k12.or.us.

In the event of ice or snow, the District may use modified routes or bus stops especially in the higher elevations.

Many radio stations begin announcing school closures by 5:30 a.m. Some of them are KUIK (1360), KEX (1190), KXL (750), KKRZ (100.3) KKCW (103.3). Television stations that announce school closures include KATU (2), KOIN (6), KGW (8).

Please be aware that changes in weather and road conditions can result in bus pick up and route times being delayed. We ask that you be patient and avoid calling the school as phone lines should remain clear for emergency use.

Gifts

It is the policy of the District that teachers not accept gifts from students. Letters to staff members expressing gratitude or appreciation are always welcome and considered more appropriate.

Fees

It is the philosophy of the Hillsboro School District Board of Directors that no student be denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements will be worked out through a counselor rather than the classroom teacher.

Middle School

Middle School Student Activity and Miscellaneous Fees 2011-12		
Description	**Fee**	
7th Grade:	**Semester Schools**	**Trimester Schools**
Exploring Art	$7.50 / quarter	$10 / trimester
Exploring Home Living	$7.50 / quarter	
Exploring Computers	$5 / quarter	$10 / trimester
Exploring Technology	$7.50 / quarter	$10 / trimester
Towel Fee (required for PE)	$6 / semester	
8th Grade Elective:		
Art	$15 / semester	$10 / trimester
Computers	$5 / semester	$6 / trimester
Home Economics	$15 / semester	$10 / trimester
Technology	$15 / semester	$10 / trimester
Teen Survival	$15 / semester	
Towel Fee (required for PE)	$12 / year	$12 / year
PE Shirt		$5
Homework Planner (required for all students)	$4	$4
Replace ID Card	$2	$2
Yearbook	TBA	TBA
*Other Fees		

*SOME ELECTIVES MAY CHARGE ADDITIONAL FEES FOR STUDENT-SELECTED PROJECTS.

High School

High School Student Class and Miscellaneous Fees 1022-12				
DESCRIPTION	**CENTURY**	**GLENCOE**	**HILHI**	**LIBERTY**
All Visual Arts	$25.00	$25.00	$25.00	$25.00
All Technology Ed Classes • Advanced Technology • Auto • Digital Technology • Drafting • Foods • Horticultural • Welding • Wood	$25.00 $25 Capital Center Classes $40 Drafting	$25.00 Jewelry Metalsmithing $25.00	$25.00 $30 Construction	$25.00
All Photography	$35.00	$35.00	$35.00	$35.00
Activity Fee*	$125.00 Marching Band Cheerleading Dance Team Color Guard	$125.00 Concert/Symphonic Band Cheerleading Dance Team Flag Team	$125.00 Marching Band Cheerleading Dance Team Color Guard FFA	$125.00 Marching Band Cheerleading Dance Team Color Guard
ASB	$20.00	$20.00	$20.00	$20.00
Athletic Participation*	$175.00	$175.00	$175.00	$175.00
Lock Rental	$5.00 (one time)	$5.00 (one time)	N/A	$5.00 (one time)
Parking Permit	$30.00 per year	$30.00 per year	$30.00 per year	$30.00 per year
Planner	$5.00	$5.00	$5.00	$5.00
Printing Paper Fee	10.00	10.00	10.00	10.00
Towel Fee	4.00	4.00	4.00	4.00
Yearbook	$50.00	$50.00	$50.00	$50.00

*Per student per sport/activity to maximum of $350 per student; maximum of $700 per family.

It is the philosophy of Hillsboro School District School Board of Directors that no student be denied the opportunity to participate in any phase of the curriculum because of financial hardship. The District will provide necessary materials free of charge to any student whose parents indicate that the costs entailed would represent a financial hardship to the family. Arrangements should be worked out through a counselor, rather than the teacher whose class is involved.

Admission to athletic contests: $5/adults, $4/students, $2/with ASB sticker from visiting team (NWOC – Liberty)
$6/adults, $4/students, $2/with ASB sticker from visiting team (Pacific – Century, Glencoe, Hilhi)
◆$7/adults, $5/students for all varsity football games at Tigard High School

Health and Safety

Health Curriculum Content

According to Board Policy IGAEA, parents are notified in this handbook 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.

HIV/AIDS Rumor Control

Confidentiality and individual rights to privacy are provided to all personnel associated with the schools 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 District recognizes a parent (student) has no obligation to inform the District of an HIV or HBV or HBV condition, and that the student has a right to attend school. If the District is informed, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, who will give the information, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the parent (student), the District will develop procedures for formulating an evaluation team. The team shall address the nature, duration, and severity of risk, as well as any modification of activities. The team shall continue to monitor the student's condition.

Immunizations

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

A Child entering **Preschool, Child Care, or Head Start** needs:	4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib
A student entering **Kindergarten or Grades 1-3** needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering **Grades 4-6 or Grades 11-12** needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B
A student entering **Grades 7-10** needs:	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 Measles 1 Mumps 1 Rubella 3 Hepatitis B

**Doses required varies by a child's age and how long ago they were vaccinated. Please check with your school, healthcare professional or the Washington County Health Department at 503-846-8881.*

Medical Protocols

Health management protocols are not routinely sent for *asthma, or insect sting allergies.* Guidelines for first aid related to these conditions are posted in the school health rooms. *Please contact your school nurse if you would like a specific protocol developed for your child, especially if they have special needs related to their condition.*

Medications

When a student has a health condition necessitating the administration of medication during the school day, parents must submit the necessary paper work, following these guidelines:

- Medications must be submitted in their original container, and must be transported to and from school by the parent/guardian.
  - Any refills must be submitted in their original container to the school by the parent. Pharmacies will provide an extra bottle for school use when requested.
- Prescription medications must have a label with the child's name, name of medication, route of administration, dose, amount to be given at school, frequency/time of administration, and physician's name.
- Medication Authorization form is completed and signed by the parent (both for prescription and over the counter medication).
- Over the counter medication must be in their original container, with the student's name on the container. Health care provider order needed if parent's instructions for administration contradict the safe dosing on the container.
- All changes in instructions must be requested in writing.
- When the normal school schedule is changed (due to early release, late openings, etc.) and your child's scheduled medication time does not fall during the school hours for that day, the school will not be giving your child medication.
- Self-administration
  - General rules
    - **If parent desires student to carry and self-administer a medication, they must bring the medication to school and fill out the proper paperwork. Contact your child's school for further information regarding student self-administration of medications at school.**
    - Student will not share the medication with another person.
    - Student will carry only the amount of medication needed for one school day.
    - Medication must be kept in its original container.
    - Permission to self-medicate may be revoked if the student violates the policy, and the student may be subject to discipline, up to and including expulsion, if the policy is violated.
    - School nurse consultation required for requests that K-12 students carry prescription medications.
    - School nurse consultation required for requests that K-6 students carry any medications.

Emergency Evacuation and Containment Drills

Containment Drill:

The term "containment" is used to signal the beginning of an emergency situation such as an intruder with a weapon or a similar emergency situation where close student supervision and communication is essential.

Teachers and students are expected to remain in the classroom and:

1. Lock the door
2. Ignore bells
3. Keep the classroom door closed until the situation has been cleared
4. Take attendance
5. Stay away from the windows
6. Remain quiet and get as low to the floor as possible
7. Turn off the lights
8. Stay off the telephones

Students in other areas of the campus will receive specific instructions from the administration.

All staff, students, and visitors will remain in containment until the authorities have cleared the situation and an official announcement has been made.

Periodic Containment Drills will be practiced. Students are to follow instructions given by their teacher.

Fire Drills and Regulations:

We are required by law to have periodic fire, containment, and earthquake drills. Every student should know the location of the exit in each room that he/she uses during the day. Consult the instructor or the chart posted in each room if you do not know the fire/earthquake exit.

When the siren sounds signaling a fire drill:

1. Move rapidly (do not run) to the designated outside exit. ***All students must leave the building, regardless of what they are doing.***
2. Move well away from the building and remain quiet.
3. When the all-clear sounds, return directly to class in an orderly fashion.
4. Specific instructions are posted in each room adjacent to the door.

When the siren sounds signaling an earthquake drill:

1. Remain in the room and seek cover under a desk or table, or in a doorway.
2. When the earthquake stops, evacuate.

Lost and Found

Any article found should be turned in to the main office. Failure to do so may result in disciplinary action. Students who have lost articles may call the office and claim them. Articles in the physical education lost and found are not to be removed without teacher authorization.

To enable parents, students, and staff to reclaim articles of clothing and other items lost or misplaced, each school will provide a designated “Lost and Found” location at their school. To the degree possible, school staff will display items at the designated location to facilitate identification of missing items by students, parents, and/or staff.

Parents will be reminded periodically via newsletters and school websites to check the lost and found for missing articles.

All lost and found items remain the sole property of the individual who lost them until the school deems the items as unclaimed. Under no circumstances will staff remove articles of clothing or other items for private use or personal gain.

Parents will be notified annually that all unclaimed clothing and other collected items will be donated to charitable organizations or groups up to twice a year. Schools will retain a receipt from the charitable organization receiving the unclaimed articles.

Money found at a school or other District facility will be held for 30 calendar days. Unclaimed money less than $100 will be deposited in the school's Associated Student Body (ASB) fund, or the District building fund. Any money over $100 dollars will be sent to the business office to be held for a period of 90 calendar days. Unclaimed money will be deposited into the ASB fund of the school or the District building fund after 90 calendar days.

Meals

School breakfast and lunch prices for the 2011-12 school year will be as follows:

Elementary	
Breakfast	$1.25
Lunch	$2.05
Milk/Juice	$0.50
5 Lunches	$10.25
20 Lunches	$41.00
Secondary	
Breakfast	$1.50
Lunch	$2.55
Milk/Juice	$0.50
5 Lunches	$12.75
20 Lunches	$51.00
Reduced Price-Meals	
Breakfast	No Charge
Lunch	No Charge
5 Lunches	No Charge
20 Lunches	No Charge
Adults	
Breakfast	$2.00
Lunch	$3.00
Milk/Juice	$0.50

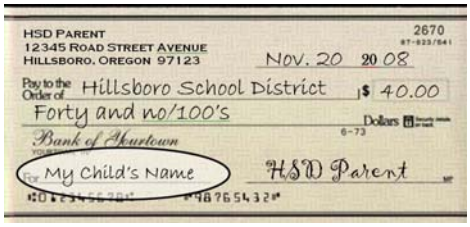
Elementary Schools

The District uses an electronic Point of Sale tracking program. Students' access their accounts using their student identification card, or touch their picture on the computer's touch screen. Parents wishing to visit their students at lunchtime are able to purchase meals at an adult rate.

Money for meals may be deposited with the cafeteria manager or online at www.myschoolbucks.com. Parents may access students' meal participation by creating an account through myschoolbucks.

Here are a few tips

- 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).



Your child(rens) balance is always available through your school kitchen manager.

Elementary children may charge up to $6.00

For accounts that have a negative balance the parent will receive an automated phone call as a reminder that your child(rens) account is overdrawn. When the $6.00 limit has been reached, an emergency meal will be provided until the account is brought back to a positive balance. An emergency lunch meal consists of a cheese stick, selections from the salad bar, and a container of white milk. An emergency breakfast meal consists of cereal, toast, and a container of milk.

Middle and High Schools

The District uses an electronic Point of Sale tracking program. Students may access their account by scanning their student I.D. card or keying in their student I.D. number. Lunch money may be deposited with the cafeteria at any time or payments can be made online at www.myschoolbucks.com. **No** meals may be charged at the secondary level. Secondary students without money for lunch will be offered an emergency meal.

Students may apply to work in the cafeteria during part of their lunch period to earn a free lunch. Check with the school's cafeteria manager if you are interested.

Free and Reduced

Information regarding the free or reduced-price meal program is mailed home prior to the start of the school year. Current year applications are available online at http://www.hsd.k12.or.us, in your school's main office, or at the Administration Center. Submit your **completed** application to the Nutrition Services Applications Department, either via online application process, mailed to 3083 NE 49th Pl., #208, Hillsboro, OR 97124, or dropped off at any school.

You can view the monthly meal menu, including nutritional facts on the Hillsboro School District Website at http://www.hsd.k12.or.us.

Media Release – Directory Information

Directory information is information about students that could include the following: student's name, address, phone number, electronic address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received, the most recent previous school or program attended.

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 such school or District publications, and will be appropriate for the purpose of that publication.

Hillsboro School District may, upon request, provide directory information to organizations such as a graduation products contractor or Hillsboro Schools Foundation.

Print and electronic media representatives may attend school activities, projects, or events for news coverage and may photograph a student or students.

Parents and guardians have the right to prevent the District from releasing directory information regarding the student and/or parent. To exercise this right, requests must be submitted in writing by the parent/guardian, student 18 years of age, or emancipated student to the principal within fifteen days of annual public notice.

Parents/guardians are reminded that 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 such school or District publications.

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

Military Request for Information

According to federal law—No Child Left Behind Act - school districts are required to provide the name, address, and phone number of students (male and female) in Grades 11 and 12 to military recruiters regardless of age.

Individual students or parents of students may request the student's name not be released to the military. Because the District must submit the list to the military in mid-October, written requests to not be included in the list must be received at the school office no later than the fourth Friday in September.

Such a request to withhold information from the military will not affect other directory information releases (e.g., honor rolls, yearbook, athletic programs).

Nondiscrimination (Title IX)

The District strives to provide equal educational opportunities to all students and to eliminate those conditions which may cause discrimination. A student, parent, or guardian who believes that he or she is the recipient of discrimination may report the incident to the staff member on duty at the time or to the student's teacher or administrator. The teacher or administrator will take appropriate action, which may include following the rules for discipline outlined in the Standards of Student Conduct.

A student and his or 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 or the District generally or one of its volunteers, they are encouraged to complete the District's Discrimination Complaint Form.

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

Harassment

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

The Title IX coordinator for the District is Casey Waletich. Complaints should be addressed to Mr. Waletich at 3083 NE 49th Place, Hillsboro, OR 97124, or by calling 503-844-1500.

Parental Rights to Review Materials

The District is committed to protecting student and parental privacy. Board Policy KAB: Parental Rights further ensures that parents have the opportunity to review curriculum material, surveys, or tools which may seek personal information about students. For more information refer to the FERPA (Family Educational Rights and Privacy Act) amendment in the Standard's of Student Conduct.

Surveys and Research Projects

Research studies may be requested by universities to satisfy advanced degree requirements for graduate students. The District evaluates the intrusion of the survey or research tool and works with the university prior to approval. Interruption of instructional time is 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.

Annual Student Survey

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. Parents may contact Beth Graser, Director of Communications, with any questions at 503-844-1500 or graserbe@hsd.k12.or.us. For more information refer to the PPRA (Protection of Pupils Rights) amendment in the Standard's of Student Conduct.

Personal Communication Devices & Social Media-Students

Students may be allowed to use and possess personal communication devices on District property and at District-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or District-sponsored activities, or violate Board policies, administrative regulations, acceptable use guidelines, school or classroom rules, or state and federal law.[1]

A "personal communication device" is a devise not issued by the District which emits an audible signal, vibrates, displays a message, or otherwise summons or delivers communication to the possessor of the device. These devices include, but are not limited to, media players, walkie-talkies, long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers, and similar devices.

The District will not be liable for personal communication devices brought on District property or to District-sponsored activities.

Social media tools (as defined in Administrative Regulations JFCEB-AR) may be used by students in a manner that supports the instructional and learning environment. The District will not be responsible for information/comments posted by students on social media websites when the student is not using social media tools directly related to District activities.

Administrative regulations may include grad- or age-level possession and/or use restrictions by students on District property and at District-sponsored activities, consequences for violations, and such other provisions as the Superintendent may deem necessary.

Legal Reference(s):

ORS332.107

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

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

Residency and Student Transfer Requirements

Residency Requirements

By state law and district policy, students are assigned to, and expected to attend, a "home school" in their "home district" based on the legal address of residence of their parent or legal guardian. The Hillsboro School District has also established attendance boundaries that provide clear feeder paths from elementary to middle to high schools. These allow for academic continuity within each feeder and balance enrollments across schools in the District.

The elementary home school determines the feeder path a student will take into middle or high school. To determine the student's assigned attendance area, please contact Transportation Services at (503) 844-1123. Questions regarding requirements to confirm residency should be referred to the home school or District office.

Exceptions to school assignments must be approved by the superintendent/designee through a transfer request initiated by the parent or legal guardian. Students living away from home or with friends or relatives, who are not emancipated or living with a legal guardian, must have administrative approval to attend a District school other than their home school. Students whose place of residence changes during the school year must notify their school, and may be required to submit a transfer request if they have moved to a different attendance area.

Transfer Requests

Residents of the Hillsboro School District wishing to transfer to a school other than their home school need to initiate a transfer request within the established schedule. There are two processes: (1) in-district, for requests to schools within the Hillsboro School District; and (2) inter-district, for requests to schools outside the Hillsboro School District (i.e., Beaverton or Forest Grove School Districts). Non-residents who wish to attend a school in the Hillsboro School District must initiate their request via their home district to obtain an inter-district transfer release before they can be considered by the Hillsboro School District.

Transfer requests will be considered on a case-by-case basis, contingent upon factors including the reason for the request, availability of space and resources at the school, grade level, classroom, and/or program, and a review of the requesting student's educational, attendance and behavioral history. Requests may be denied, regardless of the reason, if space or resource capacities at the school are exceeded. Providing false information also may be grounds for denial or revocation of the transfer.

Students are expected to preregister and initiate class scheduling at their home school pending the disposition of their transfer request.

In competitive activities which are governed by the Oregon School Activities Association (OSAA), competitive eligibility will be determined by a review based on OSAA standards. Parents are reminded that a transfer application, if approved, will allow the student to complete an academic transfer, but does not guarantee eligibility to participate in competitive activities at the school.

The OSAA states, "It is a fundamental rule of the Association that students must attend only the high school in the school district where their parents reside. Exceptions to this rule are to be strictly construed." (Rule 8-6-1). Parents may contact OSAA at (503) 682-6722 with specific questions.

Note that the District will <u>not</u> transfer students based on athletic/activity consideration. Students also may not sign up for or practice with athletic teams or other activity programs at their requested school unless they have been approved for transfer.

All approved transfer requests are granted for one year only with no guarantees of renewal or continuation to the next feeder level of the transfer school. The parent or legal guardian will be responsible for transporting the student to and from school in a timely manner. Transfers are granted as a privilege; students are expected to comply with District policies and standards, and maintain good attendance, academic achievement and appropriate behavior. The principal retains the right to revoke the transfer at their discretion if any of these expectations are not met.

Transfer students who wish to return to their home school must submit notification in writing to their current school to withdraw their transfer. To transfer to a different school, the student must submit a

new application. Students also may need to reapply for a transfer to continue at their current school if a change in residence moves them into a new home school attendance area.

Transfer Policies
JECC: Assignment of Students to Schools
JECC-JC-AR: In-District Transfers
JECB: Inter-District Transfers
JECB-AR: Inter-District Transfer Guidelines
JC-JECC-JECB-AR Appendix B: Schedule for Transfer Processing

More information about transfers and links to the transfer policies are available on the District website at www.hsd.k12.or.us.

Student Withdrawal from School
Whenever a student plans to withdraw from school for any reason, the following steps must be taken:

1. The parent or guardian is asked to contact the school either personally, by telephone, or in writing to authorize the withdrawal.
2. The student is expected to have an exit interview with an assistant principal or counselor and then pick up a withdrawal form from the registrar. Teachers will indicate the student's grades at the time of transfer, while the librarians and bookkeeper will confirm any outstanding debts.
3. Refunds of student body fees are prorated according to a schedule, and refunds are made by mail to the student's parents.

It is important that students go through the proper withdrawal procedures. Otherwise, refunds will be delayed and students may have difficulty obtaining records as needed for employment, the armed services, or further schooling.

Selling/Advertising/Posters

Students and community members are not to sell, distribute, or advertise any items or services on campus unless they have the approval of the school administration. Information on the flyer approval process is available on the Community page of the District website at www.h12.k12.or.us.

Social Security Disclosure Statement

Providing a student's social security number (SSN) is voluntary. If you provide it, the school district will use your student's SSN for record-keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting your student. Your student's SSN will not be given to the general public. If you choose to not provide your student's SSN, he/she will not be denied any rights as a student. Providing your student's SSN means that you consent to the use of your student's SSN in the manner described.

OAR 581-021-0250 (1)(j) authorizes school districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The District and Oregon Department of Education may also match the SSN with records from other agencies as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

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

Student Records Law

By Oregon law, a student's parent or an eligible student has the right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- Pursuant to OAR 581-021-410, file with the United States Department of Education a complaint under CFR 99.64 concerning alleged failures by the District to comply with the requirements of federal law; and
- Obtain 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, from the District Administration Center, or online at www.hsd.k12.or.us.

The District forwards education records within 10 days of receiving a request according to Oregon law (OAR 581-021-0250).

Sustainability

The District will strive to conduct its operations and make decisions that support sustainability by minimizing the waste of natural resources, while protecting the health and wellbeing of its constituents through environmentally and economically sound practices.

The District shall consider, when purchasing, the potential for recycling of materials and shall avoid, when feasible, the purchase of materials that are not recyclable. The District shall take advantage of local opportunities to recycle waste materials and cooperate with the recycling efforts of the community.

Testing Information

SAT I, SAT II, ACT, PSAT

College bound seniors will be required to take the SAT I (Scholastic Aptitude Test) or, in some cases the ACT (American College Test), in order to meet college entrance requirements. Some schools also require SAT II (Achievement tests). Students must check college catalogs or with their counselor for specific requirements. The SAT I and SAT II are offered in our District on some dates and at neighboring schools on other dates. Check in the counseling center for details. The SAT I carries a test fee. Tests are offered in 2011-12 on the following dates:

SAT: October 1, November 5, December 3, January 28, March 10, May 5, and June 2

ACT: October 22, December 10, February 11, April 14, and June 9

The cut-off SAT registration dates are approximately five weeks before each test.

PSAT: On Wednesday, October 12, all sophomores and interested juniors will take the PSAT (Preliminary Scholastic Aptitude Test) that will be administered at their home school. The advantages of this test include being able to predict SAT scores and to help in career counseling. It is also the only route of entry to the annual scholarship competitions administered by National Merit Scholarship Corporation.

Diagnostic Testing

A wide range of assessment techniques are available to help provide information to students and teachers about basic skill proficiency, reading problems, learning styles, and hearing and vision problems:

1. Small group instruction for IEP students
2. Tutorial help for IEP students having difficulties in basic subjects
3. Mainstream teacher support in development of interventions to help students be successful
4. Monitoring and support for IEP students

Transportation

Students eligible for bus service will receive a card with schedules and timetables for bus runs in the mail prior to the opening of school. Questions and inquiries should then be directed to the District Transportation Center, 503-844-1123.

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

Volunteer Requirements/Procedures

The District encourages and appreciates the involvement of community members and parents who volunteer in our schools. As the safety and welfare of students is of primary importance, the Hillsboro School District will conduct criminal history checks on all employees, volunteers, and high school and college students who work with our students.

All volunteers will complete an online Volunteer Application and Criminal History Check form. This includes everyone involved in, but not limited to, coaching or team activities, school committees, before and after school programs, athletic camps, mentors, chaperones, classroom and office helpers, and other programs.

There are three steps to becoming a volunteer:

1. Read the District's Volunteer Handbook
2. Complete the on-line Volunteer Application and Criminal History Verification Form, which provides consent for a background check. (Human Resources will contact you if additional information is needed)
3. Contact your school to confirm approval and to receive your volunteer assignments. Be sure to wear your volunteer badge and sign in and out in the main office.

All information will be handled in a professional and confidential manner.