

# Standards of Student Conduct 2017-18



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**MISSION STATEMENT**

In May 2011, the Hillsboro School District Board of Directors adopted a mission to guide planning and programs for the next several years.

The mission of the Hillsboro School District  
is to engage and challenge all learners to  
ensure academic excellence.

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

**STANDARDS OF STUDENT CONDUCT 2017-18**

*Standards of Student Conduct* is reviewed annually by Hillsboro School District administrators to align with state and federal law, Board policy, and District practices.

*Standards of Student Conduct* is published for the students, parents, patrons, and staff of the Hillsboro School District by the District's Office for School Performance, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon 97124.

Your comments are invited. Phone: 503-844-1500; Fax: 503-844-1540

**DISCLAIMER STATEMENT**

This document is based on updated state and federal laws and regulations at the time of publication. Any changes in state and federal law supersede the contents of this manual.

**STATEMENT OF NONDISCRIMINATION**

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



**Dear Students and Parents,**

When we bring more than 20,000 students together each school day, we agree to abide by certain behavioral standards to ensure that our schools operate in a respectful, positive, and safe environment.

*Standards of Student Conduct* contains a positive set of guidelines and rules to ensure success and safety for each student, parent / guardian, staff, and community member. Please review *Standards of Student Conduct*, discuss the contents and expectations with your student(s), and reinforce the importance of appropriate behavior and responsible action on school property, when riding District transportation, and while attending District events.

Following the established guidelines in *Standards of Student Conduct* will help each of us develop a greater sense of pride and ownership in our community schools. Join me in ensuring that every student has the opportunity to not only succeed in school, but also excel in their school career with the Hillsboro School District in a respectful, positive, and safe environment.

Sincerely,

A handwritten signature in black ink that reads "Mike Scott". The signature is written in a cursive style with a large, looped "M" and "S".

Mike Scott  
Superintendent

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## SCHOOLS AND ADMINISTRATORS 2017-18

<b>Elementary School</b>	<b>Principal</b>	<b>School Phone</b>	<b>Administrator</b>
Brookwood	Michelle Jensen	503-844-1715	Grant Corliss
Butternut Creek	Dani Johnson	503-844-1390	Grant Corliss
Eastwood	Lindsay Garcia	503-844-1725	Grant Corliss
Farmington View	Nabil Zerizef	503-844-1735	Audrea Neville
Free Orchards	Karen Murphy	503-844-1140	Grant Corliss
Groner K-8	Katie Thomas	503-844-1600	Audrea Neville
W. L. Henry	Lisa Aguilar	503-844-1690	Grant Corliss
Imlay	Alano Ciliberto	503-844-1090	Grant Corliss
Indian Hills	Bruce Bourget	503-844-1350	Grant Corliss
Jackson	Sarah Crane	503-844-1670	Audrea Neville
Ladd Acres	Francesca Sinapi	503-844-1300	Grant Corliss
Lenox	Gina McLain	503-844-1360	Audrea Neville
Lincoln Street	Carmen Brodniak	503-844-1160	Grant Corliss
W. Verne McKinney	Justin Welch	503-844-1660	Grant Corliss
Minter Bridge	Erika Pierce	503-844-1650	Grant Corliss
Mooberry	Pete Muilenburg	503-844-1640	Grant Corliss
North Plains	Becky Smith	503-844-1630	Audrea Neville
Orengo	Allison Combs	503-844-1370	Audrea Neville
Paul L. Patterson	Jamie Lentz	503-844-1380	Grant Corliss / Audrea Neville
Quatama	Christy Walters	503-844-1180	Audrea Neville
Reedville	Robin Farup-Romero	503-844-1570	Grant Corliss
Rosedale	Mike Strande	503-844-1200	Grant Corliss
L. C. Tobias	Andrew Bekken	503-844-1310	Grant Corliss
West Union	John Allen	503-844-1620	Audrea Neville
Witch Hazel	Jennifer Hernandez	503- 844-1610	Audrea Neville
<b>Middle School</b>	<b>Principal</b>	<b>School Phone</b>	<b>Administrator</b>
R. A. Brown	Roger Will	503-844-1070	Audrea Neville
Evergreen	OJ Gulley	503-844-1400	Audrea Neville
J. W. Poynter	Jon Pede	503-844-1580	Audrea Neville
South Meadows	Mary Mendez	503-844-1980	Audrea Neville
Groner K-8	Katie Thomas	503-844-1600	Audrea Neville
<b>High School</b>	<b>Principal</b>	<b>School Phone</b>	<b>Administrator</b>
Century	Martha Guise	503-844-1800	Dayle Spitzer
Glencoe	Claudia Ruf	503-844-1900	Dayle Spitzer
Hillsboro	Lou Bailey	503-844-1980	Dayle Spitzer
Liberty	Greg Timmons	503-844-1250	Dayle Spitzer
MEC Alternative Programs	Gregg O'Mara	503-844-1000	Dayle Spitzer
Hillsboro Online Academy	Linda Harrington	503-844-1050	Dayle Spitzer

## EXPECTATIONS FOR LEARNING

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

While families have the primary responsibility for the character and moral development of their children, schools play an important partnership role in contributing to the development of students' ethics and strong moral character.

The Board of Directors believes schools support good character and ethical development by providing clear interactions with students, through behavior expectations and school rules that are fairly enforced, and through communication with parents.

Staff and administrators will reinforce good habits and conduct. One tool that will be used consistently is the *Standards of Student Conduct* handbook. You will find student rights; student, parent, and school responsibilities; the District's philosophy of discipline; and rules governing student conduct in this document. Every effort will be made to support ethical behavior in our school environment.

### Agreements and Commitments

Our staff and community are critical elements in the equation of student achievement. Creating a structure, curriculum, and environment in which students are thriving and successful requires a baseline of common agreements and commitments. Our current Strategic Plan (2016-2021) outlines these agreements and commitments.

#### In Hillsboro, we are connected:

##### To Career

- Students deserve academic content that is engaging, connects to their personal goals, and is responsive to the world around them.
- Students deserve clear pathways to career preparedness.

##### To Culture

- Students deserve to have experiences that lead them to believe that diversity and multilingualism are assets.
- Students deserve to have experiences that allow them to see their own and others'

cultures reflected in their learning opportunities.

##### To Community

- Students deserve to be surrounded by caring adults who are committed to working together in professional learning communities to ensure equitable support, experiences, and outcomes for each student.
- Students deserve at least one identified adult who knows them by name, strength, and need, and ensures that they are successful in their K-12 education and beyond.

REF: Policy IF-AR

## FREEDOM OF EXPRESSION

Students have a general right to freedom of expression within the school system. The District requires, however, that students exercise their rights fairly, responsibly, and in a manner not disruptive to other individuals or to the educational process.

Generally, students and student organizations are free to examine and discuss questions of interest to them, and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible, and is not disruptive to other individuals or to the educational process. Students may support causes by orderly means that do not disrupt other individuals or the operation of the school.

In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

See policy IB for information on freedom of association and publications.

REF: Policy IB

## STUDENT ORGANIZATIONS

All members of the school community, including students, faculty, administrators, and the Board are responsible for the activities that are conducted in the schools. Besides being accountable to one another, these groups are held accountable for the public image of the District. It is important, therefore, to the orderly use of school facilities that the use of all space be approved

and planned. An attempt shall be made to present a balance of viewpoints.

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

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

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

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

2. Students may have the right to gather informally, provided they meet the following criteria:
  - 2.1 Students gathered informally should not disrupt the orderly operation of the educational process, and must obey all other school rules;
  - 2.2 Students gathered informally shall not infringe upon the rights of others to pursue their activities;
  - 2.3 Students gathered informally should not be absent from scheduled classes.

3. Voluntary Student-Organized Activity Clubs

- 3.1 Students may form voluntary student-organized activity clubs if approved by the building administrator, and meeting District-approved criteria.
- 3.2 Student activity clubs, which are not curriculum-related, may meet on school premises during non-instructional time.
- 3.3 Student activity clubs may not engage in unlawful activity, activity that would violate District policies, or activity that would discriminate directly or indirectly based on race, color, national origin, religion, sex, sexual orientation, age, disability, parental status, or marital status.

**REF: Policies IGDA and IGDA-AR**

**OCR COMPLIANCE OFFICER**

Office of Civil Rights (OCR) Compliance: Federal Civil Rights laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, parental status, pregnancy, or marital status in programs and activities that receive federal financial assistance. If you have any questions or want to file a complaint, contact the OCR Compliance Officer of the Hillsboro School District, Chief Financial Officer Adam Stewart, at 503-844-1500.

**TITLE IX COMPLIANCE OFFICER**

Title IX prohibits sex discrimination in education programs or activities that receive federal funds. Since public schools receive some federal funding, school-sanctioned sports programs are covered under Title IX.

If you have any questions or want to file a complaint, contact the Title IX Compliance Officer of the Hillsboro School District, Casey Waletich, Executive Director of Facilities, Safety and Operations, at 503-844-1500.

## PHILOSOPHY OF DISCIPLINE

In order to ensure a safe climate and optimal learning environment for each and every student, the District recognizes the responsibility to provide students and school personnel with a clear and consistent set of expectations for positive behavior and culturally competent practices. When a discipline incident occurs, students, parents / guardians, and school staff are encouraged to seek an understanding of the situation, and will work collaboratively to learn from the incident.

We believe that effective school discipline is:

- intended to recognize and celebrate the efforts of students that promote positive student behavior;
- viewed as a learning opportunity;
- logical, culturally competent, and developmentally appropriate, and legally compliant;
- designed to teach, recognize, and promote positive behaviors;
- clear, consistent, timely, and equitable for each and every student;
- inclusive of a variety of preventions, early intervention actions, and evidence-based approaches;
- responsive to individual needs among students;
- focused on keeping students engaged in the classroom;
- designed to ensure parent / guardian and student participation; and
- responsive to the needs of the student who engages in the misconduct, the needs of those who are affected by the misconduct, and the needs of the overall school community.

The District will utilize effective school discipline practices to ensure a school climate that is appropriate for learning, and that assures the safety and welfare of students and staff. In addition, the District is committed to eliminating discipline disparities and disproportionality by developing a school culture where expectations are explicitly taught and consistently reinforced to provide an environment where all students feel included, safe, and supported.

## RESPONSE TO BEHAVIORAL INCIDENTS

Various disciplinary responses and interventions will be used by school personnel. Disciplinary responses can range from informal talks to expulsion. Examples include, but are not limited to, student-involved mediation, restorative practices, conferences, detention, and loss of privileges, including District-provided transportation and school-sponsored activities. Additionally, students may be denied participation in extracurricular activities. Titles, positions of responsibility, and/or privileges granted to students may also be revoked (e.g., commencement ceremonies; student body, class, or club office positions). In cases of serious infractions or repeated incidents after multiple interventions, suspension or expulsion may be used. Parent / guardian assistance will be requested when persistent violations of school rules occur. In some cases, a referral to law enforcement may also be made. Students shall be liable for discipline, suspension, or expulsion for misconduct, as outlined in *Standards of Student Conduct*.

*Standards of Student Conduct* serves as the notification to students, parents, guardians, families, and staff regarding districtwide expectations for behavior and potential disciplinary consequences. This document provides a range of responses for behavioral incidents that interfere with the safety and health of the school environment, or significantly hinder the District's mission to ensure a climate that allows all students access to a high level of academic instruction, learning, and success. These standards do not address the entire spectrum of behavioral incidents that may occur. In addition to the *Standards of Student Conduct*, each school may publish additional expectations and procedures specific to that school.

## RESPONSES AND INTERVENTIONS TO BEHAVIOR

The following is intended to illustrate the types of responses and interventions that are available and commonly used by school administrators and staff to respond to behaviors. These responses are listed alphabetically, and are not intended to be used as sequential steps for addressing behavior. This is not an exhaustive list.



**Behavioral Contract:** An individualized contract created by staff with student input to positively change and reinforce behavior that is agreed upon by all parties.

**Behavioral Reflection Sheet:** A student reflection sheet on behavior and ways to avoid or repair incidents (problem solver, reflection sheet, stop and think, etc.).

**Behavioral Support Plan:** A prevention / intervention plan that details specific intervention strategies and steps to implement a replacement behavior that can be revised as needed by the team at any time. This is based on the Functional Behavioral Assessment.

**Check-In / Check-Out:** A verbal or paper check-in conducted by a staff member with a student on a daily basis, often in the morning and afternoon.

**Classroom-Based Responses:** Redirects, reteaching, one-on-one conversations, verbal problem solving, encouragement, positive acknowledgement, preferential seating, relationship building, brain breaks, etc.

**Conferencing:** One-on-one with student and teacher, small group with teacher and peers, etc.

**Community Service:** Provides a student the opportunity to repair the harm to the school community based on the incident. For example, a student who vandalizes school property may spend time improving school property.

**Conflict Resolution:** Using strategies to assist students in taking responsibility for peacefully resolving conflicts. Students, parents / guardians, teachers, school staff, and principals engage in activities that promote problem-solving skills and techniques, such as conflict and anger management, active listening and effective communication.

**Detention:** Requiring a student to report to a designated classroom before school, during lunch, after school, or on the weekend for a set period of time.

**Expulsion:** Denying a student the privilege of attending school, school-sponsored activities, and the right to be on school premises for the duration of the expulsion. (See "Expulsion" in *Standards of Student Conduct*.)

**Functional Behavioral Assessment:** An analysis of the student's behaviors, triggers, and review of interventions by the team, resulting in a hypothesis about the function of

the behavior and creation of the Behavior Support Plan.

**In-School Suspension:** Moving a student to an alternate setting for a set amount of time, not to exceed ten (10) school days. This allows students to attend school and complete their work. (See "Suspension" in *Standards of Student Conduct*.)

**Loss of Privilege(s):** Revoking a student's opportunity to participate in school-sponsored activities, such as assemblies, field trips, field day, dances, school-provided transportation, etc. This can be for a short or extended period of time.

**Mentoring:** Pairing students with mentors (adult or peer) who help their personal, academic, and social development.

**Out-of-School Suspension:** Temporarily withholding the privilege of attending school, school activities, and the right to be on school premises for a specified amount of time, not to exceed ten (10) consecutive school days. (See "Suspension" in *Standards of Student Conduct*.)

**Parent / Guardian Contact or Conference:** Involving the student, parent / guardian, teacher, school staff and / or principal in discussions about the discipline incident and potential solutions to address social, academic, and personal issues related to the incident, via in-person, telephone, or written notification.

**Peer Mediation:** Conflict resolution in which students serve as mediators, and help their peers deal with and develop solutions to conflicts. This is monitored by a staff member.

**Referral to Additional Services:** Based on the individual needs of a student and family, referral to the following programs may be made:

- Alternative education
- Behavior Cadre
- Care Team
- Care Coordinator
- Chemical dependency services
- Community-based organizations / resources
- Physical / mental health services
- McKinney Vento
- Student Study Team
- Youth Contact school-based therapist

Removal from Extracurricular Activities: A student will lose the privilege of participating in any extracurricular activities sponsored by the school or District. Removal can be assigned for a short or extended period of time.

Restitution: A student may be held liable for compensation to others for any loss, damage, or injury that has resulted because of a student's behavior. Compensation may be made monetarily or by a student's assignment to a school work project, or both.

Restorative Practices: Identify and repair the harm caused by the incident through restorative practices, such as restorative circles, victim-offender mediation, peacekeeping circles, and community group conferencing. The focus is on a learning opportunity that emphasizes accountability and reconciliation.

Reteaching Expectations: Utilizing strategies and practices to reteach positive expectations in the setting where behavior has negatively impacted the environment.

**REF: Policy JG, OAR 581-021-0050 - 0075**

<b>DISCIPLINE</b>
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Infractions listed below are grouped into two categories according to the seriousness of the offense, with **GROUP A** being the most serious. These infractions and penalties apply to all students while on school premises, en route to and from school, or at school-sponsored activities (administratively approved and school supervised).

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

**GROUP A**

1. Assault (this includes physical and sexual assault);
2. Fighting;
3. Open acts of defiance or disrespect toward school staff;

4. Interference with staff by force, violence, or any coercion;
5. Profane, obscene, or abusive language or actions toward teachers or other school staff;
6. Theft of school or personal property, unauthorized entry, including another individual's locker;
7. Malicious destruction / vandalism of or damage to District, school, or personal property;
8. Trespass (unauthorized presence or refusal to leave when ordered to do so by school officials or by other authorized personnel);
9. Setting of fires, setting off false alarms, making false reports to emergency services personnel, bomb threats, and use or possession of explosive devices, including smoke bombs or firecrackers;
10. Weapons offenses (see "Weapons" section); possession or use of all types of firearms or other potentially dangerous instruments or weapons, including weapon look-alikes;
11. Possession or use of all types of irritating or poisonous gases (e.g., mace and pepper mace) (see "Weapons" section);
12. Extortion, blackmail, or unlawful coercion: obtaining money, property, or actions against a person's will by threat, violence, or intimidation;
13. Drug and alcohol offenses (see "Controlled Substances" section);
14. All sexual conduct is prohibited on school or District premises or at school-sponsored activities. Sexual conduct shall include, but is not limited to, sexual intercourse, oral sex, or any other form of lewd sexual behavior.
15. **Hazing** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade-level attainment (e.g., personal servitude; sexual stimulation / sexual assault; forced consumption of any drink, alcoholic beverage, drug or controlled substance;

forced exposure to the elements; forced prolonged exclusion from social contact; sleep deprivation; or any other forced activity that could adversely affect the mental or physical health or safety of a student); that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or the assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

16. **Harassment, intimidation, or bullying** means any act that substantially interferes with a student's educational benefits, opportunities, or performance; that takes place on or immediately adjacent to District grounds, at any District-sponsored activity, on District-provided transportation, or at any official District bus stop; that may be based on, but not limited to, the protected class status of a person, having the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment, including interfering with the psychological well-being of the student, and may be based on, but not limited to, the protected class of the person.

Hillsboro School District identifies the following behaviors as characteristic of bullying:

- a. Aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power;
- b. Verbal harassment or physical assault directed repeatedly toward the victim

on grounds of race, religion, gender, sexuality, or ability;

- c. "Imbalance of power," namely, social power or physical power;
- d. Subtle methods of coercion, such as intimidation.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, familial status, source of income, or disability.

17. **Cyberbullying** is the use of any electronic device or system to threaten, harass, intimidate, or bully.

18. Gang support behaviors include participation in a group, using common names, signs, colors, and/or clothing as an identifier; engaging in delinquent behaviors such as bullying or harassment; or the promotion and/or solicitation of others for membership in gangs.

19. Under Title VI of the Civil Rights Act of 1964, retaliation against an individual because the individual has filed a harassment complaint, testified, assisted, or participated in a harassment investigation, proceeding, or hearing is prohibited.

20. Threatening, planning to commit violence, or inciting other students to act with physical violence upon any other person or the school in general.

21. Failure to report weapons or dangerous conduct to authorities.

22. Use of a computer or other technology (electronic device) for the commission of a Class A offense (see IIBGA-AR and the Student Device Use Guidelines).

#### **PENALTY FOR GROUP A OFFENSES**

May include immediate suspension for up to ten (10) consecutive school days, with possible recommendation for expulsion. Schools may require students who commit **Group A** offenses (which include incidents involving weapons, threats, sexual or physical assault, and/or violent behavior) to undergo a safety

<sup>1</sup>"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or

behavior differs from that traditionally associated with the individual's sex at birth.

assessment before being allowed to resume school. Students involved in Group A offenses may be referred to the police for possible criminal charges. Students committing Group A offenses potentially can be prosecuted and pay financial restitution to the District.

### GROUP B

1. Refusal to identify oneself to school staff when on school grounds or at school-sponsored activities
2. Leaving school premises without permission
3. Being in an off-limits area
4. Disturbance or disruption of the school environment, including, but not limited to, classrooms, cafeteria, halls, the school grounds and facilities, and/or school activities; use of disruptive devices such as water balloons, noisemakers, laser pointers, and electronic devices
5. Failure to obey bus regulations
6. Possession of or accessing on District systems or property, or at a District event, obscene or pornographic (nudity) materials, including written, printed, or electronic photographs or images (e.g., sexting), recorded messages, or phone ringtones with explicitly obscene lyrics
7. Sexual behavior, including, but not limited to, inappropriate touching; lewd and suggestive behavior; and sexually explicit drawings, writing, or language, while on school or District property or at school-sponsored activities
8. Failure to obey campus parking and motor vehicles regulations
9. Gambling
10. Improper display of affection
11. Unauthorized use and/or possession of school documents; the defacing or forging, in part or in whole, of any document used in official school business (including parental notes)
12. Tobacco offenses (see "Tobacco" section)
13. Academic dishonesty
14. Possession of incendiary devices, including lighters and matches

15. Violation of computer user network agreement (refer to IIBGA-AR and the Student Device Use Guidelines)

16. Vandalizing school property, including tagging

### PENALTY FOR GROUP B OFFENSES

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

**REF: Policies JFC, JFCF-AR, JG, IIBGA-AR**

### SUSPENSION

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

Suspension may be imposed in serious cases of rule violations, as outlined in policy and the student handbook, or in cases where other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school and its students. Consideration shall be given to the effects of a suspension on all stakeholders, including other students, parents, guardians, staff members, and the student involved.

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

### SUSPENSION PROCEDURES

1. Before being suspended, the student shall be told what specific rules have allegedly been violated, informed as to the evidence of the violation, and allowed to present evidence in support of his or her position.
2. If the student is placed under suspension, the student shall be informed of the reasons for the action, the period of the suspension, and the conditions for reinstatement.

3. Parents / guardians shall be notified of the suspension and the reasons for the action, and given the opportunity to meet with the administration to discuss the suspension.
4. If the matter remains unresolved, the student or parents may appeal the decision to the building principal. The Board of Directors has delegated final review authority under OAR 581-21-065 to the Superintendent / designee.
5. Alternative procedures for students who qualify under provisions of IDEA, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act will be followed as prescribed in those laws.
6. If the student's continued presence on campus poses a serious risk, the student may be suspended, pending completion of the investigation; the student's right to be informed of the reasons and to provide a response will be implemented as soon as the investigation is complete.

**REF: Policies JFC, JG, JGD**

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

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

Students found to have brought, possessed, concealed, or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The Superintendent / designee may, on a case-by-case basis, modify this expulsion requirement.

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

**EXPULSION PROCEDURES**

1. When alleged misconduct is considered serious enough that expulsion may be warranted, students will be suspended, pending an expulsion procedure, and suspension procedures followed.
2. Parents / guardians will be notified of the recommendation to expel, and a building-level conference will be scheduled. As part of the conference, the principal shall provide a written statement, which:
  - 2.1 Specifies the alleged misconduct;
  - 2.2 Identifies the specific statutes, administrative regulations, District policy, and student handbook provisions that were violated;
  - 2.3 Contains a statement that the principal is recommending expulsion;
  - 2.4 Notifies parents / guardians of their right to a District-level hearing, and the waiver procedure;
  - 2.5 Suggests alternative programs of instruction;
  - 2.6 Identifies special rights and procedures unique to students with disabilities;
  - 2.7 Explains any additional expectations during the period of the expulsion;
  - 2.8 Explains the status of the student's suspension, pending resolution of the expulsion proceedings.
3. Within one (1) workday after meeting with the building administrator, the parent / guardian must request or waive a District-level hearing. The building administrator will notify the Superintendent / designee of the parent's / guardian's decision. Should the parent / guardian not appear at the conference, the waiver form will be sent to them by registered mail for signature.
4. The Superintendent / designee shall send a notice by both certified and regular mail to the parent / guardian, which states:
  - 4.1 The specific charges and conduct constituting the alleged violation;
  - 4.2 The principal's recommendation for expulsion;
  - 4.3 The time, date, and location of the hearing;
  - 4.4 Their right to representation.

5. Notice shall be provided at least five (5) calendar days prior to the District hearing. The hearing may be held prior to the expiration of the five days by mutual consent.
6. Alternative procedures for students who qualify under provisions of IDEA, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act will be followed as prescribed in those laws.
7. If the student's continued presence on campus poses a serious risk, the student may be suspended, pending completion of the investigation; the student's right to be informed of the reasons and to provide a response will be implemented as soon as the investigation is complete.

**REF: Policies JFC, JFCJ,  
JG, JGE, JGE-AR, JGEA**

#### **UNPAID FEES AND FINES**

The District may impose certain restrictions and/or penalties until fees, fines, or damages are paid. The District may not withhold the grade reports, diploma, and records of students or former students who owe fees, fines, or damages. Records requested by another local education agency to determine a student's appropriate placement will not be withheld.

**REF: Policy JO/IGBAB**

#### **CARE OF DISTRICT PROPERTY**

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces District property will be disciplined and charged restitution for costs related to his/her acts.

The District will hold students and their parents / guardians responsible for the full costs of restitution, including prosecution to the full extent of the law if such costs are not paid. Notice of the District's intent will be provided annually in the student handbook, as required by law.

**REF: Policy JFCB**

#### **COMPULSORY ATTENDANCE**

Except when exempt by Oregon law, all students between ages 6 and 18, who have not

completed the 12th grade, are required to regularly attend a public full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Persons having legal control of a student between ages 6 and 18, who has not completed the 12th grade, are required to have the student attend school, and maintain the child in regular attendance during the school term. Persons having legal control of a student who is five years of age and who has been enrolled in a public school are required to have the student attend, and maintain the student in regular attendance during the school term.

Under the Superintendent's direction and supervision, school administrators shall monitor and report any violation of the compulsory attendance law to the Superintendent or designee. Failure to send a student to school and to maintain a student in regular attendance is a Class C violation.

A parent or other person lawfully charged with care or custody of a child, who is not supervising his/her student by requiring school attendance, may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

The District will develop procedures for issuing a citation.

#### **EXEMPTIONS FROM COMPULSORY SCHOOL ATTENDANCE**

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

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools;
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools;
3. Students who have received a high school diploma;
4. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public

school, for a period equivalent to that required of students attending public schools;

5. Students being educated in the home by a parent or legal guardian;
  - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Northwest Regional Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
  - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
    - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
    - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
    - (3) Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
  - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
  - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
  - e. The person administering the examination shall score the examination and report the results to the parent

/ guardian. Upon request of the ESD superintendent, the parent / guardian shall submit the results of the examination to the ESD;

- f. All costs for the test instrument, administration and scoring are the responsibility of the parent / guardian;
  - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent / guardian with a written statement of the reasons for the finding, based on the test results, and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Students excluded from attendance as provided by law;
  7. An exemption may be granted to the parent or legal guardian of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, in a community college, or other state registered alternative education program. An exemption also may be granted to any child who is an emancipated minor, or who has initiated the procedure for emancipation.

**REF: Policy JEA,  
ORS 163.577, ORS 339.010 - .090**

## **STUDENT ATTENDANCE**

Regular and consistent attendance at school is fundamental to student success and personal responsibility. A pattern of regular attendance reflects a positive work ethic and an attitude that is desirable in the workplace. It is, therefore, a responsibility of the school to promote good attendance and enforce the compulsory attendance laws of the State of Oregon.

It is the policy of this District to meet these objectives:

1. Promote individual responsibility for each student's own learning and an understanding of the positive correlation between regular attendance at school and academic success;
2. Communicate clear expectations for student attendance, and inform parents /

guardians about their student's attendance pattern;

3. Enforce this policy consistently with respect to consequences for unexcused and/or irregular attendance.

### **EXCUSED ABSENCES**

Except when exempt by Oregon law (ORS 339.030), all students between ages 6 and 18, who have not completed grade 12, are required to attend school full time on a regular basis at the designated school within the attendance area. All students five years of age who have been enrolled in public school are required to attend regularly. Criteria for excusing students for absences, upon parent / guardian request, may include:

- Student illness / injury / quarantine
- Bereavement
- Serious illness in the family
- Religious instruction
- Inclement weather
- Family emergencies
- Legal or court appointments requiring the student's attendance

The building administrator has the ultimate responsibility for deciding whether an absence is excused or unexcused, and may choose to excuse student absences for necessary family travel. Medical professionals may request that a student be granted an excused absence; however, parents / guardians are encouraged to schedule medical appointments outside the school day when possible. Students are encouraged to pre-arrange absences for reasons other than illness or family emergency. See school handbooks for specific procedures.

### **UNEXCUSED ABSENCE / TRUANCY**

Regular and punctual attendance is a major contributing factor to a student's progress in school, and helps the student develop habits of responsibility that are essential for success later in life.

An absence is considered unexcused and a student shall be considered truant if the student:

- Is absent without an excuse by the parent / guardian; or
- Leaves school or a class without permission from the teacher or administrator in charge

Each school shall notify parents / guardians by the end of the school day if their child has an unplanned absence. The notification will be made either in person or by telephone or another method identified in writing by the parent / guardian. If the parent / guardian cannot be notified by the above methods, a message shall be left, if possible.

### **IRREGULAR / EXCESSIVE EXCUSED ABSENCES**

Excessive absences negatively affect a student's academic progress. Eight unexcused one-half day absences in any four-week period during which school is in session shall be considered irregular attendance. A student may be excused by the District for a period not to exceed five days in a term of three months, or not to exceed ten days in any term of at least six months. Any such excuse shall be directed to the building administrator in writing, and shall include documentation (e.g., healthcare provider) (ORS 339.065). Chronic absenteeism is defined as being absent 10% or more of the school year for any reason.

According to Oregon state law, any student absent from school for ten (10) consecutive days must be dropped from school rolls (ORS 339.250, OAR 581-23-006). Persons having legal control of a student ages 6 to 18 who has not completed grade 12 are required to have the student attend school, pursuant to ORS 339.020. Violation of this requirement is a Class C violation. If the school determines that a parent / guardian has failed to enroll the student and maintain the student in regular attendance, written notification shall be given to the parent / guardian, requiring the parent / guardian to attend a conference with a designated school official. If the parent / guardian does not attend or fails to send the student to school after the conference, state law and District policy allow the Superintendent / designee to issue a citation to appear in Circuit Court.

### **RESPONSE AND INTERVENTION**

Administrative procedures implementing this policy are published in the Hillsboro School District Attendance Manual, and reinforced annually in the student handbook. School attendance teams will respond to students who have unexcused or excessive absences using Attendance Manual procedures, which may include intervention, the allocation of resources, the application of disciplinary consequences,



and / or possible referral for a special education evaluation. Per ORS 339.250(2)(c)(B), expulsion may not be used to address truancy.

**REF: Policy JE/JED/JEDA**

**ATHLETIC / ACTIVITY  
ACADEMIC STANDARDS**

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

The District is a member of the Oregon School Activities Association (OSAA). In all athletic / activity matters, the Board will adhere to the policies, rules, and regulations of that body, and the State Board of Education. The District may impose additional requirements for athletic / activity participation.

**DEFINITIONS**

1. A student athlete is defined as a student who is a member of an Oregon School Activities Association (OSAA) sponsored team or competitive club member, ninth through twelfth grade. Athletic training standards require that athletes agree not to possess, use, sell, or provide alcohol, tobacco, or illegal / unauthorized drugs or related paraphernalia at any time throughout the **calendar** year. Student athletes agree not to be present where the unlawful use of alcohol or drugs may occur throughout the **calendar** year.
2. Activity participants are defined as participants in OSAA school-sponsored groups and other District-sponsored groups that represent the school publicly or in competition with other schools. Activity participants agree not to possess, use, sell, or provide alcohol, tobacco, or illegal / unauthorized drugs or related paraphernalia at any time throughout the **calendar** year. Activity participants agree not to be present where the unlawful use of alcohol or drugs may occur throughout the **calendar** year.

The goals of academic standards for participation are:

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

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

1. Meet the OSAA standards of:
  - Athletics, Cheerleading, Dance and Drill Teams, Music, Speech, and Lacrosse
  - 1.1 Meet the OSAA requirements outlined in OSAA rule 8.1.1 of (1) having passed five subjects the previous semester, and (2) being enrolled and doing passing work in at least five subjects the current semester, and
  - 1.2 Meet the OSAA requirement of making satisfactory progress towards the District's graduation requirements outlined in OSAA rule 8.1.2:

Required Credits	
Prior to Year 2 (75%)	4.5 credits
Prior to Year 3 (85%)	10 credits
Prior to Year 4 (95%)	17 credits

2. Meet the Hillsboro School District standard of:
  - 2.1 Passing all subjects or receiving a 2.0 GPA in the previous grading period (quarter, semester). Summer school grades may be added to the previous semester.

Participants in athletic / activity programs not meeting the OSAA standard are, by OSAA regulation, ineligible for the semester. They may not participate or represent the school until semester grades are posted to determine eligibility. Students may not practice if they do not meet the OSAA standard, unless they apply for an exception and it is approved by the principal. The principal's approval will be contingent, in part, on the student submitting a plan for how 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.

Students (except incoming freshman or transfer students\*) who are District ineligible on the first practice date of the season will be placed on academic probation.

- Students will be allowed to practice, but not compete in contests, during this time.
- Beginning with the 4 ½-week grade check, students may become eligible to participate in contests.
- Students will be required to do a weekly progress report for the athletic director to determine eligibility. If a student is not eligible based on the weekly report, they may become eligible the next week. Students will be required to do this weekly throughout the season to determine eligibility.

Students who were eligible at the beginning of the semester will have their grades checked at the nine-week grading period (quarter). If they are deemed ineligible by HSD policy at this time, they will be deemed District ineligible and placed on academic probation until the 4 ½-week grading period.

\*Incoming freshman students or students who are newly transferred into the District who are ineligible by HSD standards will be placed on academic probation immediately, for a 4 ½-week time period.

- This applies to the student's first season of play during the year, regardless of when the first season of play is.
- Students will be allowed to participate in practices and contests during their academic probation period.
- Students will be required to complete a weekly grade / behavior check to determine eligibility on a weekly basis for competition. Students not eligible at the end of the weekly grade check can become eligible during the next weekly period if they are passing all classes or have a 2.00 GPA and are meeting behavior standards.

Each athletic director shall be expected to:

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

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

In cases where a grade is dependent upon participation, alternative grading criteria will be developed so the student will still be able to earn the full range of grades (A-F). Students in band, chorus, and drama will be allowed to participate in school concerts and play performances, but would be excluded from extra or competitive activities, such as contests, parades, and trips.

Attendance: On the day of a game / event / practice, students must be present in school at least one-half of their regular academic day in order to participate in that game / event / practice. Unexcused absences will result in the student not participating in the game / event / practice. Emergencies will be handled by the athletic director / administrator.

**All requirements for athletic and activity participation are outlined in the Athletics & Activities Handbook.**

<p><b>ATHLETIC / ACTIVITY BEHAVIORAL STANDARDS</b></p>
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Participants in athletic / activity programs will adhere to all behavioral standards at all times, including social media. Representing a school as part of an athletic / activity program is a privilege, and with the extra privileges go certain responsibilities. The goal of behavior and conduct standards is twofold:

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

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

**ATHLETIC / ACTIVITY BEHAVIORAL STANDARDS:**

**In the Competition Arena**, the student:

1. Is under control at all times and exhibits poise and composure, regardless of the situation
2. Is respectful to officials, opponents, and spectators
3. Is modest in victory and gracious in defeat
4. Does not use profanity

**At school and in the community**, the student:

1. Works hard to promote pride with other students in his/her school and community
2. Is discreet at all times; public displays of affection are discouraged
3. Displays appropriate appearance and behavior before fellow students
4. Demonstrates good judgment, and remains professional and positive, even on personal social media sites

**In the classroom**, the student:

1. Meets the academic standards of the school
2. Is respectful to teachers and fellow students
3. Maintains a good attendance record
4. Is not truant from classes or practice

**On school-sponsored trips**, the student:

1. Is an ambassador for his/her home, school, and community, and acts accordingly
2. Dresses appropriately and in good taste
3. Refrains from misconduct while traveling to and from events; disruptive behavior or other forms of misbehavior will not be tolerated
4. Remains with the team at all times when attending away events

Students who violate athletic / activity behavioral standards will be disciplined, as outlined in the student handbook. Students may also be suspended from competition / practice in their athletic or activity program.

**SUBSTANCE ABUSE – DEFINITIONS AND STANDARDS**

A student athlete is defined as a student who is a member of an Oregon School Activities Association (OSAA) sponsored team or competitive club member, ninth through twelfth grade. Athletic training standards require that athletes agree not to possess, use, sell, or

provide alcohol, tobacco, or illegal / unauthorized drugs or related paraphernalia at any time throughout the **calendar** year. Student athletes agree not to be present where the unlawful use of alcohol or drugs may occur throughout the **calendar** year.

Activity participants are defined as participants in OSAA school-sponsored groups and other District-sponsored groups that represent the school publicly or in competition with other schools. Activity participants agree not to possess, use, sell, or provide alcohol, tobacco, or illegal / unauthorized drugs or related paraphernalia at any time throughout the **calendar** year. Activity participants agree not to be present where the unlawful use of alcohol or drugs may occur throughout the calendar year.

**CONSEQUENCES**

First Offense. The student shall be suspended from participation in **50%** of the contests for that season or their next season of competition, according to the Athletic / Activity Contest Suspension Chart. If the student completes a drug and alcohol assessment and follows through with the recommended course of treatment, the suspension will be reduced to **20%** of contests. The student shall be suspended while going through the assessment process.

1. The athletic director or school administration will notify parents / guardians of the eligibility rules violation and consequences. Every reasonable effort will be made to contact parents / guardians prior to implementing the consequence.
2. During the suspension period, the student shall remain a member of the team, and is required to practice and attend (not participate in) all contests.
3. Suspensions will carry over from one season to the next if the terms of the suspension have not been completed. Suspensions will be carried on to the next school year if necessary.

Second Offense. The student shall be suspended from participation for **one calendar year**.

The athletic director or school administration will notify parents / guardians of the eligibility rules violation and consequences. Every reasonable effort will be made to contact

parents / guardians prior to implementing the consequence.

Third Offense. The student will lose the privilege of competing in all athletics and activities outlined above for the remainder of his/her high school career.

The athletic director or school administration will notify parents of the eligibility rules violation and consequences. Every reasonable effort will be made to contact parents prior to implementing the consequence.

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

**BUS CONDUCT**

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

**RULES**

1. Pupils being transported are under the authority of the bus driver. Secondary students must carry their student I.D. card.
2. Any activity that prevents the safe operation of the bus by the driver is unacceptable.
3. Students must remain seated at all times while the bus is in motion.
4. Students will be assigned to a specific bus. Students must have written permission from a parent / guardian and school administrator to ride another bus or be dropped off at any location other than their regular bus stop.

5. Students who do not comply with posted bus rules may forfeit the privilege to ride on the buses.

All students using District transportation must also obey OAR 581-53-010, adopted by the Oregon State Department of Education. These rules are appended in these standards.

**PENALTIES**

1. Serious acts of irresponsible, inappropriate, or destructive behavior will result in **immediate** withdrawal of a student's bus-riding privilege. Such incidents would include:
  - 1.1 Physical assault
  - 1.2 Verbal abuse, including harassment, threats, and inappropriate language
  - 1.3 Interference with the bus driver or bus-operating controls
  - 1.4 Vandalism
  - 1.5 Any behavior that jeopardizes the safety of others, such as throwing objects
2. The bus driver will issue a citation or behavior referral for students who violate transportation rules or engage in other inappropriate behavior. The school administration will decide upon the appropriate discipline, which may include detention, assignment to school / community service, loss of bus privilege, suspension, or expulsion.
3. Suspension from transportation services is defined as the withdrawal of a student's bus privilege for a maximum of ten (10) days. Expulsion from transportation services is the withdrawal of the bus privilege for up to one (1) year, and may be imposed either in the case of a serious incident, as previously listed, or successive violation of rules governing pupils riding buses. Parents / guardians of students suspended or expelled from transportation services are entitled to the procedural rights outlined in these standards.
4. Alternative procedures for withdrawal of bus privileges will be followed for students who qualify under PL 101-476 or Section 504 of the Rehabilitation Act of 1973.

**RULES GOVERNING PUPILS RIDING SCHOOL BUSES – ORS 581-53-0010**

1. Pupils being transported are under the authority of the bus driver.

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

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

1. Sports equipment must be carried in bags or containers. Equipment may not obstruct the bus aisles or exits. Skateboards and scooters must be stored in a bag or backpack. Glass, chemicals, or flammable liquids of any kind will not be transported on the bus. Student projects must be small enough that a student can hold them securely and safely in their seating space.
2. Pupils shall not interfere with any of the school bus operating controls, except in an emergency or as instructed by the driver.
3. Pupils shall be at their regular bus stop at least five minutes prior to the time scheduled.

4. Pupils shall not damage or attempt to damage public or private property at any time.
5. Pupils waiting in a bus stop area are under the jurisdiction of the District; therefore, all preceding rules governing pupils riding school buses apply to the bus stop, as well as on the bus.
6. The use of any tobacco substance or imitation product, or e-cigarettes, vapor pipes, or any other related paraphernalia or illegal substances is prohibited.
7. Students may be allowed to use and possess personal electronic devices on District property and at District-sponsored activities, provided such devices are not used in any manner that may disrupt the learning environment or District-sponsored activities, or violate Board policies, administrative regulations, acceptable use guidelines, school or classroom rules, or state and federal law.

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

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

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

**REF: Policy JFCC**

<b>ACADEMIC DISHONESTY</b>
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The Board believes that students should strive to achieve their academic goals. This objective is accomplished through honest and diligent effort by students to understand the subject matter themselves, and the world in which they live. The Board promotes the development of critical thinking skills in students, to show them the benefits of setting and accomplishing goals, and to help students realize the satisfaction and reward of learning.

Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential.

Students are encouraged to converse with and assist other students when this is not inconsistent with testing or assignment instructions. This dialogue or exchange of ideas both inside and outside the classroom helps facilitate learning by everyone. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Furthermore, students are expected to put forth their best effort and not deliberately underperform on tests or assignments.

Students who engage in academic dishonesty must complete either the invalidated assessment or an alternative assessment chosen by staff. Discipline may involve the District prohibiting the student from participating in school-sponsored activities or events; detention, denial, or revocation of school-conferred titles, distinctions, honors or privileges; or suspension or expulsion.

**REF: Policy IKI**

**CONTROLLED SUBSTANCES (DRUGS),  
INCLUDING ALCOHOL**

**USE OR POSSESSION**

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

includes consumption prior to arrival at school or school-sponsored activities.

Students suspected of being under the influence of alcohol may be tested (e.g., by a breathalyzer).

**PENALTIES – FIRST OFFENSE**

1. Immediate suspension from school for up to ten (10) school days
2. Chemical abuse evaluation with:
  - 2.1 Counseling department (high school)
  - 2.2 Designated community agent at District expense, or
  - 2.3 Approved third party at the parent's / guardian's expense
3. After the evaluation, a school counselor or administrator will meet with the student and parent / guardian and, using the evaluation results, will outline activities for readmission. The student and parent / guardian will be required to complete the activities and submit timely progress reports to the principal through the counselor.
4. Students failing to complete the evaluation and subsequent follow-up will be subject to further disciplinary action, including expulsion.

**PENALTIES – SECOND OFFENSE**

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

**SALE OR DISTRIBUTION**

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

**PENALTY FOR SALE OR DISTRIBUTION**

Immediate suspension and recommendation for expulsion from school.

**REF: Policies JFCG/JFCH/JFCI,  
JFCG/KGC/GBK, IGAEB**

## DRESS AND GROOMING

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

Students' attire has an important influence on the attitude toward learning within any school. Although matters of taste should appropriately be left up to students and their parents / guardians, we feel a strong responsibility as the District to provide recommended guidelines for parents / guardians and students to use in determining what is and is not appropriate. The key guideline is that dress and grooming should never interfere with anyone's right to learn or teach, or endanger health or safety. Where the nature of a learning activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities.

1. The following general guidelines are designed broadly enough to allow individual expression.
  - 1.1 Appropriate shoes must be worn at all times.
  - 1.2 An adequate coverage of the body is required. Revealing tops, exposed underwear, and very short skirts are inappropriate.
  - 1.3 Exceptions to 1.1 and 1.2 above may be allowed in the P.E. areas only.
  - 1.4 Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, or promote behavior violating school conduct standards is not permitted. Gang-related symbols, colors, or insignias are not allowed. Clothing decorated or marked with illustrations, words, or phrases that are disruptive or potentially disruptive, and/or that promote superiority of one group over another is not permitted.
  - 1.5 Shorts are allowed at school, provided they are appropriate. Bathing suits are not allowed at school.
  - 1.6 Schools may require that students leave clothing in their locker if that

clothing could be worn to conceal weapons or to intimidate others.

- 1.7 Clothing that could be harmful to self or others (e.g. studded collars, chains, spiked jewelry and adornments) is not permitted.
- 1.8 Clothing displaying drug and / or alcohol symbols or paraphernalia is not permitted.
- 1.9 Bedtime clothing (pajamas and slippers) is not appropriate, except as part of a designated "dress-up" or spirit day.

The following dress and grooming restrictions pertain to Gang / Secret Society. Modifications to these restrictions will occur as recommended by the Inter-Agency Gang Enforcement Team (IGET).

2. Certain clothing, personal property, and other adornments worn for the purpose of identifying youth gang membership or youth gang support clearly interfere with the learning process and school climate. Examples include, but are not limited to:
  - 2.1 Clothing with the numbers 12, 13, 14, 18, or those same numbers in reverse order, or numbers which, when added or subtracted, equal any of the previous listed numbers, or any other number associated with gang membership (this does not apply to school-issued clothing or approved youth organization uniforms worn by members of a Hillsboro School District team);
  - 2.2 Dressing in a single solid color;
  - 2.3 Baseball caps with initials or logos that indicate gang membership or support;
  - 2.4 Stylized writing, numerals, or designs associated with gang membership;
  - 2.5 Accessories (e.g., bandanas, head and hand gear);
  - 2.6 Gloves (worn indoors) and hanging belts;
  - 2.7 Sunglasses (worn indoors);
  - 2.8 Tattoos associated with gang membership (must be covered);
  - 2.9 Eyebrows shaved with a design of one, two, or three shaved lines;

2.10 Emblems, badges, patches, or symbols espousing violence, hate, racist views, or gang membership.

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

Initial referrals by teachers in connection with these guidelines will be referred to an administrator. In cases of obvious inappropriateness, the student's parents / guardians will be contacted, offending articles / clothing will be photographed, and students will be placed on a gang-behavior contract. When dress or grooming clearly disrupts learning or presents a health or safety hazard, the student will be required to change attire prior to returning to class. Such activity may result in serious disciplinary action.

**REF: Policies JFCA and JFCEA-AR**

**DRESS AND GROOMING FOR OPTIONAL ACTIVITIES**

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

**REF: Policy JFCA**

**PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA – STUDENTS**

Students may be allowed to use and possess personal electronic devices on District property and at District-sponsored activities, provided such devices are not used in any manner that may disrupt the learning environment or District-sponsored activities, or violate Board policies, administrative regulations, acceptable

<sup>2</sup>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

use guidelines, school or classroom rules, or state and federal law.<sup>2</sup>

A "personal electronic device" is a device not issued by the District that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

If the District implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

The District will not be liable for personal electronic devices brought on District property or to District-sponsored activities. The District will not be liable for information or comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

Social media tools (as defined in 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 grade- or age-level possession and/or use restrictions by students on District property and at District-sponsored activities, consequences for violations, a process for responding to a student's request to use a personal electronic device, including an appeal process if the request is denied, and such other provisions as the Superintendent / designee may deem necessary.

**REF: Policy JFCEB and JFCEB-AR**

**STUDENT DEVICE USE GUIDELINES**

When accessing the District's technology hardware and network, students agree to use it in a responsible, ethical, and legal manner in support of teaching, learning, District work, and the attainment of the Board's goals. Use

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.



implies acceptance of the terms of these guidelines. Failure to follow these guidelines, District policy, and administrative regulations governing use of the District's system may result in the suspension and/or revocation of system access, and disciplinary action up to and including suspension or expulsion. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines, or other charges may also be imposed.

### **General Guidelines**

1. Keep devices safe and secure.
2. Do not leave devices unattended and visible in a vehicle.
3. Keep devices away from liquids, and keep liquids away from devices.
4. Use network systems to backup data. *The responsibility of backing up personal data located on devices is solely the end user's responsibility.*
5. Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the District's technology.
6. Users are personally accountable for behaviors that are illegal, destructive, or that are not directly related to the District's work.
7. Users shall act in a manner that protects the security, integrity, and reliability of technology equipment, infrastructure, and services.
8. Users are advised not to share passwords with others or use another person's password. Doing so is a breach of security that threatens the District's information, services, and fiscal controls.

### **Acceptable use of technology equipment:**

Acceptable use includes activities that directly relate to the District's work, teaching, and learning, or that support the attainment of Board goals and priorities. Such use may include electronic or voice mail, real-time electronic conferencing, reading or posting messages on web sites or online communities, accessing internal information databases and other shared resources, and accessing external resources through the Internet or commercial services.

Electronic communication devices, technology equipment, infrastructure, and services are

provided to support District work. Limited personal use of these services is permitted if there is no additional direct cost to the District, and if personal use does not interfere with learning, violate the *Standards of Student Conduct*, result in personal financial advantage, or violate Board policy or administrative regulations.

### **Replacement of lost, stolen, or damaged devices by students**

In the event that District technology equipment used by students is lost, stolen, or damaged to the extent that replacement is needed, students will not be held responsible for problems resulting when the above guidelines are followed. However, students and their parents / guardians may be held financially responsible for any problems caused by negligence, as deemed by District or school administration. Examples of negligence include, but are not limited to:

1. The device was left unattended in an unsecured area.
2. The device was left visible and unattended in a vehicle.
3. The device was intentionally damaged.
4. The device was damaged due to negligent treatment.
5. The device was being used or was placed in hazardous-to-device areas, such as around water, in the rain, near unguarded containers of liquid, or in a bag with a container of liquid.
6. The device was damaged while being used (for non-school use) by a person other than the student or employee.
7. The device was lost, stolen, or damaged during non-school-related use, where proper safety and / or security measures were not implemented.
8. The device was damaged while being used in a way in which the device was not intended to be used.

### **In the event of lost, stolen, or significantly damaged devices:**

1. If stolen, immediately contact the police and complete a police report.
2. Contact the Technology Department at 503-844-1513 to obtain needed information for insurance and police reports (model, bar code number, serial number, purchase price, purchase date, replacement cost).

3. Within 48 hours, report loss to the school's media assistant, office manager, or principal.

### HARASSMENT

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

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

A student who is subject to, or knows of, harassment shall immediately notify a staff member or the building principal. The principal is the designated investigator. The alternate investigator is the Executive Director of the Office for School Performance. Information received during the investigation shall be kept confidential to the extent possible. However, the student should be informed that the investigator is required to investigate.

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

**REF: Policies AC, JFCF, JFCF-AR**

### SEXUAL HARASSMENT

The Board is committed to the elimination of sexual harassment in District facilities and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff, or third parties by other students, staff, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents / guardians, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at interdistrict and intradistrict

athletic competitions or other school events. "District" includes District facilities, District premises and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District, or where the employee is engaged in District business. The prohibition also includes off-duty conduct that has the effect of interfering with a staff member's or third party's ability to perform District business.

Sexual harassment of students and staff includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

**REF: Policies JBA/GBN, JBA/GBN-AR**

### HAZING

The District seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare. The District, therefore, prohibits hazing in any form. The impact of hazing activities can result in irrevocable harm to its victims, their families, and the community.

Prevention of hazing is the responsibility of every student and staff member. Each individual must accept the personal obligation to uphold the basic values of being just, civil, and respectful of the rights of others.

1. Hazing is prohibited. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade-level attainment (e.g., personal servitude, sexual stimulation / sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student); any act that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically

burdensome article; or the assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the victim consented to or appeared to consent to the hazing.

2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. All students and staff members must take reasonable measures to prevent violations of this policy.
5. Violations of this policy or interference in an investigation under this policy by students are subject to sanctions under the *Standards of Student Conduct*.
6. Any staff member who participates in or knowingly permits, authorizes, or condones any hazing activity is subject to disciplinary action by the District. Staff members are required to report to their building administrator any suspected hazing that may have occurred.
7. The District will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the District.
8. Students involved in school-sponsored activities, athletics, and/or other extracurricular school programs may be disciplined using the *Standards of Student Conduct*. This policy applies on a 24-hour, year-round basis, and has no limitations as to the place of conduct.

**REF: Policies JFCF and JFCF-AR**

## SEARCH AND SEIZURE

The Board seeks to assure a climate in the schools that is appropriate for institutions of learning, and assures the safety and welfare of personnel and students. To assist in attaining these goals, building administrators may search the person and personal property, including student electronic devices, school lockers, desks or other storage areas, and student vehicles, and seize property deemed injurious or detrimental to the safety and welfare of students and personnel, consistent with administrative regulation JFG-AR.

## DEFINITIONS

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

1. "Reasonable suspicion" means sufficient knowledge possessed by the building administrator at the time the building administrator makes or authorizes the search that would lead a reasonable person to believe that a search of a particular student or place will turn up evidence of a violation of law, Board policy, administrative regulation, or school rule. The building administrator's knowledge may be based upon specific and articulated facts, such as relevant past experience of the administrator, observation by the administrator, and/or credible information from another person.
2. "Past experience" may provide the building administrator with information relevant to the possibility of a violation, as well as information that enables the administrator to evaluate the credibility of information from another person.
3. "Credible information from another person" may include information that the building administrator reasonably believes to be true, provided by another District employee, student, law enforcement or other government official, parent, or some other person.
4. "Reasonable in scope" means that the manner and extent of the search are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and limited to the particular student or students most likely to be involved in the infraction, and the area(s) that could contain the item(s) sought, and not excessively intrusive in light of the student's age, gender, maturity, and the nature of the infraction.
5. "Appropriate school official" means the most appropriate school employee, considering all of the circumstances, who should conduct the search. Factors in determining the appropriate school official include the intrusiveness of the search, the age of the student, the gender of the student, the student's background, the urgency of the given situation, and the school official who is reasonably available. As used in this policy, appropriate school official may include

a designated School Resource Officer or other law enforcement official.

### **SEARCH FOR EVIDENCE OF A VIOLATION – STUDENT OR PERSONAL PROPERTY OF STUDENT**

#### **Search Procedures**

1. All requests or approval for the search of a student or student's possessions shall be directed to the appropriate school official or the person in charge of the students if students are out of the District or school.
2. Whenever possible, before conducting the search, the appropriate school official shall notify the student, request the student's consent to the search, and inform the student that he/she may withhold consent. Such consent, if offered, shall be voluntary and not obtained under duress. The appropriate school official may conduct the search, however, without consent if reasonable suspicion exists.
3. Whenever possible, an adult third party shall be present at any search of a student or student's possessions.

#### **Search Protocols**

A search may be conducted of an individual student or the personal property of a student. Personal property of a student includes, but is not limited to wallets, purses, lunch boxes / sacks, book bags, backpacks, or other containers used to carry belongings, electronic devices, or an automobile brought by the student to campus and parked on the campus, subject to District and school regulations.

All searches shall be based on reasonable suspicion and shall be reasonable in scope.

The student will generally be permitted to be present during a search of the student's personal property. The student's presence is not required, however.

Search of a student's person will be limited to the student's clothing only. Clothing means the student's coat, pants, socks, shoes, shirt, or other such garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.

Where the object of the search may be felt by a "pat down" of clothing or personal property, the building administrator may first pat the

clothing or property in an attempt to locate the object before searching inside the clothing or property.

Searches of a student will be conducted in privacy, out of the view of other students, staff, and others; and in the presence of an adult witness, except in emergency / dangerous circumstances.

Any item removed from the student as a result of the above procedures, which is not evidence of a violation of a law, Board policy, administrative regulation, or school rule, may be returned to the student, as appropriate.

Building administrators will attempt to notify parents / guardians of students who are involved in a search of their person or personal property.

When law enforcement officials find it necessary to question or search students during the school day or during periods of extra-curricular activity, the building administrator or designee will be present, when possible. District officials will attempt to notify the student's parents or guardian in advance. However, in suspected child abuse cases, child welfare and law enforcement officials may exclude school personnel from investigation procedures, and may prohibit school personnel from contacting the parents / guardians.

#### **Search of Student-Owned Personal Electronic Devices**

Searches of student-owned personal electronic devices, as that term is defined in Board policy JFCEB, shall be governed by the same requirements as other searches of students and/or their possessions. Specifically, confiscation and search of a student's personal communication device shall be conducted when school officials have a reasonable suspicion that such a search will reveal a violation of the law or school rules. The scope of such a search shall be limited to the violation supported by reasonable suspicion, unless an initial search produces reasonable suspicion of a secondary violation. Upon consultation with their parents / guardians, students may be asked to delete material constituting a violation of school rules from their personal electronic devices. Staff will refrain from deleting items on personal electronic devices without guidance from multiple parties, including parents, District administrators, and law enforcement (when applicable).

### **ROUTINE INSPECTION OF DISTRICT PROPERTY ASSIGNED TO STUDENTS**

Lockers, desks, and other storage areas provided by the school and assigned to a particular student are the property of the District, remain in the possession of the District, and are under the control of the building administrator. Students should have no expectations of privacy regarding these areas.

Students may use District-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.

Students shall be provided notification that District-owned storage areas assigned to students are subject to routine inspection without prior notice for any reason, to:

1. Ensure that no item that is prohibited on District property is present;
2. Ensure maintenance of proper sanitation;
3. Ensure mechanical condition and safety;
4. Reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the District.

Students are expected to assume responsibility for the security of their lockers.

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

District- or school-owned electronic devices may be subject to confiscation and search for any reason and at any time, without prior notice, student consent, or the presence of reasonable suspicion. Students will be informed that District- or school-owned electronic devices are for school use only, and that no expectation of privacy exists for such devices.

### **EMERGENCY / DANGEROUS CIRCUMSTANCES**

1. Where a building administrator has knowledge that would lead a reasonable person to believe that either an emergency or a dangerous circumstance exists, and that it is necessary to act to protect the safety of any person or property, the official may make a search to the extent necessary

to relieve the emergency or dangerous circumstance.

2. In responding to such an emergency or dangerous circumstance, the actions of the building administrator shall be reasonably effective and no more intrusive than necessary.

### **OTHER SEARCHES**

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

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

2. Metal detectors, including walk-through and hand-held devices, may be used when the Superintendent / designee determines that there is a need for such detectors, based upon reasonable information or a history or present condition of:
  - Weapons or dangerous objects found at school, on District property, at a school function, or in the vicinity of the school; or
  - Incidents of violence involving weapons at a school, on District property, at a school function, or in the vicinity of the school.

Upon positive detection, a student will ordinarily be asked to voluntarily remove the metal item. The building administrator may search the clothing or personal property of the student for the item if the student

refuses consent or if the positive metal detection is not satisfactorily explained.

3. A breathalyzer or similar instrument may be used when authorized by the Superintendent / designee in the following circumstances:

- When reasonable suspicion exists to believe the student has consumed alcohol at school or at a school event or is under the influence of alcohol; or
- Where student consent to a breathalyzer test has been made a requirement of admittance to an extra-curricular event.

4. Drug-detection dogs may be used when the Superintendent / designee determines that there is a need for use of such dogs.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in District facilities, including, but not limited to, in District-owned storage areas, in students' personal belongings (e.g. backpacks), or in students' vehicles parked on District property.

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

Drug-detection dogs will not be used for a direct search of a student. However, a student's possessions may be searched using drug-detection dogs when such possessions are not in the direct vicinity of the student.

Positive identification of the presence of contraband by a drug-detection dog may constitute the necessary reasonable suspicion to conduct a further search of a student and/or his/her possessions.

### DISCIPLINE

Possession or use of unauthorized, illegal, unhealthy (such as tobacco), or unsafe materials will result in the following:

1. Seizure of the material:
  - Property, the possession of which is a violation of a Board policy, administrative regulation, or school rule, will be

returned to the parent / guardian or, if also a violation of law, turned over to law enforcement officials, or destroyed by the District, as deemed appropriate by the building administrator.

- Stolen property will be returned to its rightful owner, unless it is necessary to retain such property as evidence.
2. Discipline, up to and including expulsion and notification of law enforcement officials, as appropriate or as otherwise required by law or Board policy.

### NOTICE

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

**REF: Policies JFG and JFG-AR**

## SECRET SOCIETIES / GANGS

The Board believes that the presence of gangs and gang activities can cause a substantial disruption of, or material interferences with, school and school activities.

A gang is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, claiming of geographical territory, or espousing a distinctive belief system that frequently results in criminal activity. Secret societies of every kind and character are unlawful in Oregon. By this policy, the Board acts to prohibit the existence of gangs and gang activities.

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

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
2. Commit any act or omission, or use any speech, either verbal or nonverbal (e.g., gestures, handshakes) showing membership or affiliation in a gang;
3. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:

- Soliciting others for membership in gangs;
- Requesting any person to pay for protection or otherwise intimidating or threatening any person;
- Committing any other illegal act or other violation of District policies;
- Inciting other students to act with physical violence upon any other person.

### **PENALTIES**

Violation may result in serious disciplinary action, including expulsion. (See Discipline, Group A and B Offenses.)

**REF: Policies JFCEA and JFCEA-AR**

**Also refer to “Dress and Grooming” section for more specific gang dress information.**

## **TOBACCO**

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

### **PENALTIES**

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

**REF: Policy JFCG/JFCH/JFCI and JFCG/KGC/GBK**

## **VEHICLES – MOTORIZED AND NON-MOTORIZED**

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

and the control of loiterers. Vehicles are subject to search, per the “Search and Seizure” section of this document.

Only vehicles that are licensed for use or permitted on public roads and highways will be allowed on District property. The rules and regulations concerning parking, driving, and use of all such vehicles will be determined by the building administrator of each school.

### **MOTORIZED VEHICLES**

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

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

### **NON-MOTORIZED VEHICLES**

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

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

Horses and unauthorized motorized vehicles are not allowed on District property.

Skateboards, scooters, and roller blades may not be used on any District property without prior approval.

**REF: Policies ECD and JHFD**

### VISITORS

We encourage parents and all patrons to visit District facilities.

Visitors shall follow the rules established by schools to ensure that visitations do not disrupt educational programs.

All visitors shall report to the main office to arrange for a visit.

All visitors to District schools must report to the main office of the school to obtain permission to visit. Students requesting to bring friends and/or other guests to school during regular school hours must receive prior permission from the building administrator.

Any person who loiters on or about school buildings or grounds without permission or causes a disturbance may be prosecuted according to law and / or subject to liability for trespassing.

**REF: Policies KK and KK-AR**

### WEAPONS

Students shall not bring, possess, conceal, or use a weapon on District property or at activities under the jurisdiction of the District or interscholastic activities administered by a voluntary organization. Further, in accordance with Oregon state law, no person shall possess or discharge a firearm, as defined by Oregon state law, in a school building, on school grounds, or on any site or premises that at the time is being used exclusively for a student program or activity that is sponsored or sanctioned by the District.

For the purpose of this policy, and as defined by state and federal law, a “weapon” includes the following:

1. “Dangerous weapons” – any weapon, device, instrument, material, or substance, which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury;

2. “Deadly weapons” – any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearms” – any weapon (including an airsoft gun) which will, is designed to, or may readily be converted to, expel or propel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device;
4. “Destructive devices” – any explosive, incendiary, or poison gas component, or any combination of parts, either designed as or intended for use in converting any device into any destructive device, or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use or sell to harm, threaten, or harass students, staff members, parents / guardians, or patrons.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the District’s replica prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks, and pocketknives are subject to seizure or forfeiture.

### REPORTING VIOLATIONS

In accordance with Oregon law, employees who have reasonable cause to believe a student or other person has unlawfully been in possession of a firearm or destructive device as defined by this policy within the previous 120 days, shall immediately report such violations to an administrator, his/her designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received, and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled



for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm or destructive device.

Parents / guardians shall be notified of all conduct by their student that violates this policy.

### **DISCIPLINE**

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline, up to and including expulsion, and/or referral to law enforcement, as appropriate. The Superintendent / designee may, on a case-by-case basis, modify this expulsion requirement. The District may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA – Discipline of Students with Disabilities and accompanying administrative regulations.

All disciplinary determinations are enforceable and appealable through the building principal.

### **EXCEPTIONS**

Weapons under the control of law enforcement personnel are permitted. The Superintendent / designee may authorize other persons to possess weapons for courses, programs, and activities approved by the District and conducted on District property, including, but not limited to, hunter safety courses, weapons-related vocational courses, or weapons-related sports.

### **NOTICES**

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

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials, as appropriate. Violations, unless otherwise

exempted by law or this policy, shall be reported to the appropriate law enforcement agency.

**REF: Policies JFCJ, JGDA,  
JGDA/JGDE-AR**

## **STUDENT THREAT ASSESSMENT**

The Student Threat Assessment process is an important tool for promoting and maintaining safe schools. Whenever a student threatens harm to others, school staff will initiate a Threat Assessment, utilizing the Hillsboro Student Threat Assessment Team (HSTAT).

The Threat Assessment is a multi-step process that evaluates the student and the student's environment for risk factors that could contribute to unsafe behavior. The assessment may include interviews with the student, parents / guardians, and school staff; review of student records and behavioral history; and evaluation by a mental health professional, such as a clinical social worker or clinical psychologist.

The results of the Threat Assessment are used by school and District administration to determine disciplinary actions, to develop behavioral intervention, and to establish a safety plan consisting of supervision and monitoring strategies. The Threat Assessment process is intended to help protect students, staff, and the school community.

## **THREATS OF VIOLENCE**

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

Threats communicated in any way (e.g., calling the school, threats written on walls or paper, and threats posted on social media) are a serious disruption to the school and the well-being of all individuals. Students who engage in making threats will be subject to suspension and expulsion, and will be prosecuted to the full extent of the law.

Students shall be instructed that they are responsible and expected to inform a teacher, counselor, or administrator of any information or knowledge relevant to conduct prohibited by

this policy. Parents and others will be encouraged to report such information to the District. Staff shall immediately notify an administrator of any threat, threatening behavior, or act of violence he/she has knowledge of, has witnessed, or has received. All reports will be promptly investigated.

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

The building administrator shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage District property;
2. Placing the student in a setting where the behavior will receive immediate attention from a school administrator, counselor, licensed mental health professional, or others. This setting may include, but is not limited to, the office of the school principal, assistant principal, counselor, or school psychologist licensed by TSPC, or the office of any licensed mental health professional.

The building administrator shall ensure that notification is provided to:

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

Notification to the above shall be attempted by telephone or in person promptly, but not later than 12 hours following discovery of a targeted list or learning of a threat. Written notification shall be sent within 24 hours of the discovery of a targeted list or learning of a threat.

The District may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by the law and this policy shall be provided by the District.

**REF: Policy JFCM**

### **CORPORAL PUNISHMENT**

1. Corporal punishment is any act that willfully inflicts or willfully causes the infliction of physical pain on a student.
2. Corporal punishment does not include the emergency use of reasonable physical force by a school administrator, teacher, school employee, or volunteer as necessary to maintain order or to prevent a student from harming himself / herself, others, or District property.
3. Corporal punishment does not include physical pain or discomfort resulting from or caused by:
  - 3.1 Training for or participation in athletic competition voluntarily engaged in by a student
  - 3.2 Recreational activity voluntarily engaged in by a student
  - 3.3 Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects
  - 3.4 Physical restraint or seclusion as part of a behavior support plan that has been developed with parent / guardian participation and is carried out according to District procedures (OAR 581-021-0062). The District designates staff to be trained in the Oregon Intervention System (OIS) in order to ensure that any physical restraint of a student is conducted in a safe and appropriate manner.

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

**REF: Policy JGA**

## COMPLAINT PROCEDURE

It is the Board's intent to handle public complaints in a fair and expedient manner. Complaints should be handled and resolved as close to their origin as possible.

Complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints against the Superintendent or Board actions.

In working toward resolutions at the lowest possible level, the Board advises the public that the proper channeling of complaints involving instruction, discipline, learning materials, District program(s), or facilities is in the following order:

1. Subject of complaint
2. Principal / administrator
3. Superintendent or designee
4. Board

The Superintendent will develop administrative regulations to explain the process and procedures to be followed. Copies of the process will be available at appropriate sites throughout the District.

Any complaint about school personnel other than the Superintendent will be investigated by the administration before consideration and action by the Board. Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible solution.

The Board will not hear charges against employees in open session unless an employee requests an open session.

While audience members speaking during Board meeting open sessions may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander, and might prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chair will direct these audience members to the appropriate procedures for consideration and disposition of legitimate complaints involving individuals.

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

### Policies:

- AC:** Nondiscrimination  
**AC-AR:** Discrimination Complaint Procedure (form)
- IGBAG:** Special Education – Procedural Safeguards  
**IGBAG-AR:** Special Education – Procedural Safeguards
- IGBBC:** Programs and Services – Talented and Gifted  
**IGBBC-AR:** Complaints Regarding Talented and Gifted Program (form)
- JB:** Equal Educational Opportunity  
**JB-AR:** Equal Opportunity Plan – Students  
**JB-AR-1:** Equal Educational Opportunity Discrimination Complaint (form)
- JBA/GBN:** Sexual Harassment  
**JBA/GBN-AR:** Sexual Harassment Complaint Procedure (form)
- JFCF:** Hazing / Harassment / Intimidation / Menacing / Bullying / Cyberbullying / Teen Dating Violence / Domestic Violence—Student  
**JFCF-AR:** Hazing / Harassment / Intimidation / Menacing / Bullying / Cyberbullying / Teen Dating Violence Complaint Procedures—Student (form)
- JFH:** Student Complaints
- KLB:** Complaints about Curriculum or Instructional Materials  
**KLB-AR:** Instructional Materials / Request for Reconsideration of Instructional Materials (form)
- KL/KLD:** Public Complaints  
**KL/KLD-AR:** Public Complaint Procedure (form)
- LGA:** Compliance with Standards  
**LGA-AR-1:** Public Appeals and Complaints about Alleged Violations of Standards (form)  
**LGA-AR-2:** Appeal to the State Superintendent of Public Instruction for Alleged Violations of Standards (form)

**Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

**Family Educational Rights and Privacy Act (FERPA)  
Annual Notification of Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent / guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents / guardians or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent / guardian or eligible student, the school will notify the parent / guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent / guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent / guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent / guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The following office administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent / guardian or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents / guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents / guardians or eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the state educational agency (SEA) in the parent / guardian or eligible student's state. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized

representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Hillsboro School District, with certain exceptions, obtain a parent's / guardian's written consent prior to the disclosure of personally identifiable information from a student's education records. However, Hillsboro School District may disclose appropriately designated "directory information" without written consent, unless the parent / guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hillsboro School District to include this type of information from the student's education records in certain school publications. Examples include:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the Hillsboro School District that they do not want their student's information disclosed without their prior written consent.

If parent's / guardians do not want Hillsboro School District to disclose directory information from their student's education records without prior written consent, they must notify the District in writing within 15 days of annual public notice. Hillsboro School District has designated the following information as directory information:

- |                           |  |  |
|---------------------------|--|--|
| • Student's name          | • Major field of study   | • Degrees, honors, and awards received                       |
| • Student address         | • Dates of attendance  | • The most recent educational agency or institution attended |
| • Telephone listing       | • Participation in officially recognized activities and sports |  |
| • Electronic mail address | • Weight and height of members of athletic teams               |  |
| • Photograph              |  |  |
| • Date and place of birth |  |  |