

THS STUDENT HANDBOOK

2021-2022

HOUSE RULES



Tigard High Mission Statement:

We will build relationships, engage students, and create an equitable community to foster diverse lifelong learners.

STUDENT CITIZENSHIP RESPONSIBILITIES

Be Safe * Be Respectful * Be Responsible

- Attend every class, every day.
- Be on time and prepared for class.
- Engage in opportunities to learn.
- Treat others with respect and dignity in all settings.
- Follow district, school, and classroom expectations and policies.
- Cell phones must be off and away at all times during class.



TABLE OF CONTENTS

Absences - Reporting	6
Absences - School-Related	6
Activity Card/Sticker (ASB) - \$30	6
Administrator Assignments	6
Alternative Programs	7
Athletics	7
Attendance	8
Attendance - Parent notification	8
Attendance - Philosophy	8
Bell Schedule	9
Bus Routes	10
Cell Phones	10
Closures - School	10
Confiscated Items	10
Consequences	10
Counseling Assignments	11
Cyber Bullying	11
Dances	11
Dangerous Objects	11
Deliveries	11
Display of Affection	12
Dress Code	12
Drugs and Alcohol	12
First Offense:	12
Fees	13
Food and Drink	13

Gambling	13
Gangs and Hate Groups	14
Grading System	14
Graduation	14
Groups, Clubs, and Activities	14
Hall Passes	16
Harassment	16
Homework Assignments for Extended Absences	16
Honor Cords	16
Honor School	16
ID Cards	16
Illness	16
Interscholastic Sports	16
Library Information	17
Library Rules of Conduct	17
Lost and Found	17
Lockers	17
Medication	17
Off Campus	17
Parent – Teacher Conferences	17
Parking	17
Pay-To-Play	18
Pictures	18
Posters/Advertisements	19
Schedule Changes	19
School Resource Officer	19
Serious Offenses	19
Sexual Harassment	20
Student Government	20

Suspension Procedure	20
Teacher Assistants	21
Technology	21
Testing - College	22
Threats to Students and Staff	22
Tobacco	22
Valedictorians	22
Visitors	22
Weapons or Look-Alikes	23
Contacts	23

Absences - Reporting

1. When a health or family situation causes student absence(s), a parent is to call the attendance office, within 48 hours in order to excuse the absence. The bilingual attendance hotline number is (503) 431-5430. It is available 24 hours a day. In cases where a student is reported absent from a class, the home will receive a phone call/text that afternoon to notify parents of the absence.
Families can access ParentVue to identify classes where their child was marked absent.
2. **Students who leave during the school day must sign out in the Attendance Office. Parent approval is required prior to leaving the school campus.**
3. Students are responsible for class work missed during all absences. Make-up assignments may be provided for excused absences. Verification of absences may be requested by teachers.
4. Students have the number of days absent plus two days to make up missed school work. Teachers may reduce or deny grades for work not completed due to unexcused absences or failure to meet timelines.

Absences - School-Related

1. Athletics, field trips, outdoor school, performances, competitions, club and class responsibilities, conferences etc. are considered school-related absences provided they have been arranged in advance by proper completion of the Prearranged Absence Form. Athletic absences do not need to fill out this form. They do need to be in compliance with #2 & #3.
2. If class work is not satisfactory, students may be denied the opportunity to participate in a school-related activity.
3. To participate in school activities, a student must be in attendance the full school day of the competition, performance, concert, or sports activity.
4. Suspensions from school are considered school-generated absences and are thus excused.
5. Any deviations from items 2 and 3 need administrative approval.

Activity Card/Sticker (ASB) - \$30

ID cards with an ASB sticker entitles students to free admission to regular athletic events and reduced rates to dances and other student events throughout the year.

Administrator Assignments

Tyler Davila	A-Gre
Lisa Dailey	Gri-Paq
Scott Hadden	Par-Z
Brian Bailey	All students

Alternative Programs

Alternative Programs are available to all students. An application must be completed and approved. Applications can be obtained from the student's counselor.

Creekside Community High School (Alternative Based Learning Experience that includes an Online Academy and Community Service Learning Opportunities)
CE2 (Community Experiences in Career Education)
Foundations (Alternative Based Learning Experience 10th grade)
PCC Programs
TTVA (Tigard-Tualatin Virtual Academy)

Athletics

Being an athlete is a privilege that involves certain responsibilities. The following describes requirements, responsibilities, and regulations governing Tigard High School athletes:

1. Prior to joining a team, an athlete must register online "Register An Athlete" on www.tigardtigers.com
2. A physical examination form must be on file in the Athletic Office.
3. A physical examination is required every two years during the athlete's high school career. All incoming ninth grade and new students need a physical exam. Oregon School Activities Association form is required.
4. Student-athletes must meet the requirements of the OSAA to become eligible and to remain so.
5. Adequate health insurance coverage must be proven through a school or family insurance plan.

A participant may drop or be dropped from one team and transfer to another team during the same season only by mutual agreement of head coaches and the approval of the Athletic Director. Students are bound by the following rules of conduct while members of school teams:

1. They shall refrain from involvement in or use of tobacco and vape products, alcohol, or drugs not prescribed by a physician.
2. They shall maintain "full" student status including normal academic progress toward graduation, good attendance, and acceptable citizenship.
3. They shall conduct themselves in an appropriate manner, as directed by their coach, before, during, and after practice sessions and games.
4. They shall attend school the full day in order to participate in practices, games, etc. (unless prearranged by the Athletic Director.)
5. The OSAA and TTSD also require that a student-athlete must be making satisfactory progress toward the District's graduation requirements. Any exceptions to individual eligibility are defined in the OSAA handbook, under rule 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.2. The OSAA handbook is on file in each high school athletic office and can be reviewed at www.osaa.org. Student-athletes must meet the requirements of the OSAA to become eligible and to remain so. The OSAA requires that TTSD students must be enrolled in and passing 5 classes at all times. With block scheduling, the equivalent of 5 out of 8 semester classes is required.
6. They shall travel with the team to and from away games. (Exceptions may be granted with coach approval and by contacting the Athletic Director **prior** to the athletic contest.)

Attendance

Attendance is critical to be successful in high school. Students are considered absent if they are 45 minutes late to class. Absences must be excused within 48 hours. Absences are classified as excused (including prearranged) if the reason for the absence is consistent with Oregon State Law. If the absence is not cleared within 48 hours, it will remain coded as an unexcused absence. According to Oregon State law, the school is charged with the responsibility of excusing students' absences with parent permission for the following reasons:

- Illness of student
- Illness/Death of family member
- Prearranged/Planned absences
- Doctor, Dentist
- Court

If a student returns to school in the middle of class, he/she must report to the Attendance Office to check-in. The student will be issued an admit slip (excused or unexcused) that they will give to the appropriate teacher.

Parent permission is necessary if a student needs to leave school for an appointment during the day.

Attendance - Parent notification

1. Parents will be called/texted by an automated school message system when a student is reported absent for a class and the school has not received a parent call to excuse the absence. **Errors are possible and it is the student's responsibility to verify attendance with specific teachers and bring that verification to the attendance secretary to make the correction in the system.**
2. When students are absent for 10 consecutive days from school a parent will be notified and the student will be dropped from enrollment.

Attendance - Philosophy

One of the biggest indicators of success for High School students is attendance. Oregon state law requires that all students have regular attendance and with increased graduation requirements, we are concerned about students successfully meeting these requirements if they do not have at least a **95% attendance rate**. Students will have 172 days of school this year and this means that we expect students to miss no more than 9.5 days total for the entire school year including vacation, doctors appointments, sickness, etc.

It is the responsibility of the school to provide instruction and to inform parents of absences.

Bell Schedules

Regular Schedule			
	Period	Time	Min
	1st/5th	8:55 - 10:25	90
	2nd/7th	10:30 - 12:00	90
1st Lunch	Lunch	12:05 - 12:35	30
	3rd/7th	12:40 - 2:10	90
2nd Lunch	3rd/7th	12:05 - 12:55	50
	Lunch	12:55 - 1:25	30
	3rd/7th	1:30-2:10	40
3rd Lunch	3rd/7th	12:05 - 1:35	90
	2nd lunch	1:40 - 2:10	30
	4th/8th	2:15 - 3:45	90

Extended 2nd Block			
	Period	Time	Min
	1st/5th	8:55 - 10:20	85
	2nd/6th	10:25 - 10:45 (activity)	20
		10:45 - 12:10	85
1st Lunch	Lunch	12:15 - 12:45	30
	3rd/7th	12:50 - 2:15	85
2nd Lunch	3rd/7th	12:15 - 1:00	45
	Lunch	1:00 - 1:30	30
	3rd/7th	1:35 - 2:15	40
3rd Lunch	3rd/7th	12:15 - 1:40	85
	Lunch	1:45 - 2:15	30
	4th/8th	2:20 - 3:45	85

Bus Routes

A copy of the school bus schedule that includes the location of designated stops is available on our [website](#). School bus problems should be referred to the transportation office at (503) 431-4044. You may obtain a copy of the THS bus routes and schedule in the Main Office at the Reception desk.

Cell Phones

Students have the responsibility to ensure their communication devices (phones, tablets, smart watches) do not disrupt the learning environment **All cell phones must be off and put away at the beginning of each class unless a teacher explicitly gives permission.** Cell phones should be out of reach, out of sight and unable to be heard during class time. Communication

devices that are disruptive to the learning environment will be confiscated and will be returned to the parent or guardian.

Acceptable use of technology (cell phones, tablets, smart watches, computers) includes preventing substantial disruption to the learning environment by practicing responsible use of social media and electronic communication both on and off campus.

Refer to TTSD Student Rights & Responsibilities Handbook for additional guidance on student acceptable use, Section 19: Technology. (www.ttsdschools.org)

Closures - School

In the event of school closures due to weather or other unpredictable phenomena, the school district will notify the following radio stations:

KGW 620 AM	KEX 1190 AM	Q105 FM
KKXW 103 FM	KYTE 970 AM	KKRZ 100.3 FM

Sign up for Flash Alert notifications on the district website. Parents and students are asked to listen to one of the above stations or call the District Office (503) 431-4000 for information about school closures or late openings, instead of calling the school. For questions regarding school bus service on snow days, call STA (503) 372-5704. Snow bus schedules are posted on the district (and Tigard High) websites. In addition, many local television stations carry school closure information.

Confiscated Items

Inappropriate items confiscated from students will be held and, if requested, returned to a parent.

Consequences

The following is a list of school consequences. In cases where the law has been violated, civil authorities will be notified. In addition, a referral may be made to the administration, counselor, or any other appropriate program for help.

Detention: After-school detention or lunch detention may be assigned when a student commits initial minor violations of school policy. Parents will be notified by the teacher, Dean, or Administrator. Students are expected to bring study materials.

In-School Suspension: Administrators assign in-school suspension. Students may be asked to complete a Restorative Reflection and are expected to work on assignments that are available to them. Lunch and restroom breaks happen outside of assigned passing times. In-school suspension is monitored by THS staff.

Out-of-School Suspension: Temporary termination of enrollment, often until stipulated conditions are met. As established by O.A.R. 581-021-0065, the School District Board shall limit suspension to a specific maximum number of days. Teachers may remove students from class for one period as a disciplinary action or pending a student-teacher conference.

Change of Placement: Termination of enrollment for extended period per procedures established by O.A.R. 581-021-0070.

Counseling Assignments

Erica Bonilla	A-Coo	Leanne Bradshaw	Led-Paq
Tori Alderman	Cop-Gre	Jason Ashley	Par-Sm
Tammy Gatlin	Gri-Lec	Anna Johnson	Sn-Z

Cyber Bullying

Cyber bullying includes the use of any electronic communication device to harass, intimidate, bully or otherwise intend to harm another individual and/or prevent a safe and positive educational environment.

Dances

Dances are provided for high school students so that they may meet and participate in a social activity. In order to provide the proper environment for this activity the following regulations will be enforced at all dances:

1. School Dress Code is in effect.
2. Dances are for Tigard High students only. All other guests (9th grade through 12th grade only) must have a guest pass cleared through the office of Student Services no less than (3) three days PRIOR to the dance.
3. Guest passes will not be issued to anyone 21 years of age or over – NO EXCEPTIONS!
4. Once a student is admitted to a dance, they must stay. No one is allowed to return to a dance after leaving.
5. ALL GUESTS MUST PRESENT VALID PICTURE I.D. (containing Date of Birth)
6. ALL THS students must present a valid ASB/THS Student I.D. Card.

NO ADMITTANCE WITHOUT PROPER VERIFICATION.

Dangerous Objects

Skateboards, baseball bats, and lacrosse sticks are not to be used or carried on campus and must be in a locker or turned into Student Services during the school day.

Deliveries

We ask that you do not have anything delivered to the high school unless it is of an urgent nature. Flowers, candy and other gifts should be delivered to the home. WE DO NOT TAKE RESPONSIBILITY FOR ITEMS DELIVERED TO STUDENTS AT THE HIGH SCHOOL. ITEMS THAT DO ARRIVE ARE AVAILABLE TO STUDENTS ONLY AT BREAKS AND AFTER THE SCHOOL DAY. **Latex balloons are not allowed in the building.**

Display of Affection

Public displays of affection beyond common social gestures in the school or on campus are not considered acceptable.

Dress Code

Students have the **RIGHT**:

- To dress and groom according to their choice consistent with the goals and purposes of the educational environment.

Students have the **RESPONSIBILITY**:

- To dress and groom so the teaching/learning process is not disrupted.
- To be dressed, groomed and clean so that a health/safety issue is not created. Articles of clothing that advertise illegal activities or promote the use of alcohol, tobacco, or drug products, promote acts of violence and/or intimidation, or that display sexually suggestive words or pictures are not permitted in school since they contradict the mission and curriculum of the district. Any items which are commonly considered evidence of membership or affiliation with any gang are also prohibited.
- For school safety and clear identification of everyone inside the school building, sunglasses are not to be worn in the building.

Drugs and Alcohol

1. Possession, solicitation, or being under the influence of alcohol or controlled substances, abusive chemicals, or unauthorized medication, or possession of drug-related paraphernalia will result in suspension pending a substance abuse assessment by a certified drug and alcohol counselor and completion of an in-school drug and alcohol program.
2. Distribution, attempted distribution or delivery of alcohol or drugs, or look-alikes, will result in the school administrator automatically filing for change of placement.

First Offense:

The Associate Principal shall:

- Notify the School Resource Officer.
- Contact parents/guardians regarding the offense and request an immediate conference with them.
- Suspend the student for a maximum of 10 days. Suspension may be served as an in-school suspension at the discretion of the school administrator.
- The suspension will end and the student may return to school under the following conditions:
 - The student completes a drug and alcohol assessment by a certified alcohol and drug counselor that must be made available to the school within five days.
 - The student completes an in-school drug and alcohol prevention program including an alcohol and drug education module, a family meeting with an alcohol and drug specialist and an individual plan is developed to assist the student in remaining drug-free.
 - The student has a re-admit conference with the school administrator.

- The student and parents/guardians agree to follow the recommendations of the drug and alcohol assessment. If treatment is recommended, the student must comply with and all regulations. Failure to follow the program may initiate the recommendation for change of placement.

Second Offense:

The district will follow the same procedures as set forth for a first offense with additional alcohol and drug prevention and education requirements. The school administrator may assign additional consequences. The school administrator may make a recommendation for a change of placement. Any offense that occurs after 36 months of a first offense shall not be recognized by the district as a second or subsequent offense.

Distribution, attempted distribution or delivery of alcohol or drugs or look-alikes will automatically result in the school administrator filing for change of placement.

Fees

Fees for the current year are as follow:

I.D. Replacement Card -\$5

I.D. CARDS ARE REQUIRED OF ALL STUDENTS AND MUST BE CARRIED AT ALL TIMES.

Student Activity Sticker (ASB) - \$30

The activity sticker/card entitles the student to free admission to both home and away league games, and reduces dance admissions. It also allows students the privilege to hold class office.

Yearbook –

Early purchase price through October 1 - \$60

Price from Oct 1 – Jan 30, 2021 - \$65

No pre-sales Jan. 30 to distribution

\$70 at the distribution table in June

There is a Spring Supplement available to purchase for \$10 (purchased by first part of January) includes prom, senior week, graduation, spring sports and activities.

Parking - \$50 for student parking lot and 92nd Ave.

Note: If a student qualifies for the Free Lunch Program, some fees may be waived or reduced. You must bring proof of eligibility (a copy of the letter you receive from the district Food Services office) to the bookkeeper in order to request a waiver or reduction in fees.

Food and Drink

Breakfast and lunch are offered to all students daily. Students may purchase a variety of complete meals for the set price or may purchase items individually. Checks and cash may be deposited into student's lunch account. Other items offered individually include milk, juice drinks, salads, sandwiches, hot entrees, pizza by the slice, ice cream, french fries, desserts and snacks. Parents may also fund school lunch by going online to www.myschoolbucks.com.

Gambling

Gambling is not allowed on school grounds, at school-sponsored activities, or on field trips.

Gangs and Hate Groups

Organizations or groups that advocate hatred, discrimination, or intimidation are unacceptable and are prohibited by ORS 339.885.

Grading System

The following describes criteria for scholastic marks;

A	= Superior/Exceeding standard	Mastery of skills and content
B	= Above Average/Meeting standard exceeded	Minimum requirements significantly exceeded
C	= Average/Approaching standard minimum standards.	May have a blend of meeting and exceeding
D	= Below Average/Below Standard	Fulfills most minimum expectations and standards.
F	= Failing	Minimum requirements not met and lack of competence demonstrated
P/W/D/WF		May be considered in exigent circumstances with Admin and teacher approval.

Graduation

Students must be in a schedule that will move them toward graduation with the completion of 26 required and elective credits.

Groups, Clubs and Activities

A variety of groups and clubs are active at Tigard High School (see below.) Students should check the Daily and Weekly Bulletins for meeting times and places. All students are encouraged to participate. Any club or group planning an activity MUST begin by submitting a Building/Athletic Facility Use Link:

<https://docs.google.com/forms/d/e/1FAIpQLSdOk-frbXyEi2Fn-9B0FNu6MslXpgCGPTrwT9BONFow9PelEw/viewform> or contact Ismael Geronimo igeronimo@ttsd.k12.or.us

ANIME

ASTRONOMY CLUB

AUTO CLUB

BAND

- Includes marching, cadet, jazz, symphonic, concert, and cadet jazz
- Performs for assemblies, games, and competitions

CHEERLEADING

- Tryouts in spring for fall and winter sports
 - Performs for school and community events
- CHOIR - Performs concerts for school, sporting events, and competitions
- COLOR GUARD / FLAG TEAM - Performs at athletic events and competitions
- CREATIVE WRITING CLUB
- DANCE TEAM - Performs at assemblies, sporting events, competitions and parades
- DIGITAL ARTS CLUB
- EQUESTRIAN TEAM - Competes at Equestrian events F.B.L.A.
- Explores business-related topics
 - Provides community service for the school and business community
- FELLOWSHIP FOR CHRISTIAN ATHLETES
- FRENCH CLUB
- GEM - Gender Equity Movement
- G.S.A. – Genders and Sexulities Alliance
- GUITAR
- Performs in assemblies & basketball games
 - 3 concerts
- HOSA - Health Occupations
- KEY CLUB -Service oriented club
- LINK CREW
- Selected juniors and seniors help freshmen and new students with their transition to THS
- M.E.C.H.A. (Movimiento Estudiantil Chicano de Aztlan)
- MODEL UN
- N.A.H.S. (National Art Honor Society)
- Recognizes and celebrates THS arts
 - Displays students' artwork at THS and the community
- NATIONAL ENGLISH HONOR SOCIETY
- N.H.S.
- Applications accepted in fall or spring
 - Requires 3.6 GPA, leadership, character, and community service
 - Organizes service projects
 - Sponsors Blood Drive
- NEWSPAPER ("HI-SPOTS") (Elective)
- Produces and distributes school papers and online news content
- OUTDOOR CLUB
- PHILOSOPHY
- ROBOTICS
- SCI-FI CLUB
- S.H.A.C. (Student Health Advisory Council)
- SHH - Sociedad Honoraria Hispanica
- SMASH CLUB (video game club)
- SNOWBOARD
- Saturday trips to Mt. Hood Meadows for skiing or snowboarding
- SPARROW
- SPEAK CLUB – Mental Health Awareness
- SPEECH / DEBATE
- Practices public speaking
 - Participates in local and state competitions

S.T.U.D.D. (Stop Tigard Underage Drinking & Drugs)
THESPIANS (Elective) - Practices and performs in school plays
TIGARD YOUTH ADVISORY
UPSTANDERS CLUB
YEARBOOK - Creates THS yearbook
YOGA
YOUNG LIFE

*All programs above are subject to available funding and must follow the most up-to-date COVID guidance.

Hall Passes

Hall passes issued by teachers must be carried when in the halls during breaks. Hall passes are designated to zones. When using their hall pass, students should remain in their designated color zone.

Harassment

Harassment includes antagonizing another student either verbally, written, (on paper or electronically), or by physical contact. Bullying includes creating a hostile environment and interfering with a person's psychological well-being. Harassment and bullying will not be tolerated and should be reported to school staff or anonymously through [SafeOregon](#) immediately.

Homework Assignments for Extended Absences

Absences must be excused within 48 hours. When a student misses school due to illness and is well enough to do homework, please check the teacher's website or contact teachers directly through email for missed assignments. (A staff directory is available on the school website.)

Honor Cords

Honor Cords are awarded by nationally affiliated groups and are worn at graduation.

Honor School

This program recognizes those students who complete a comprehensive program of honors-level courses while attending Tigard High School. Please refer to the Academic Planning Guide for Honors School criteria for your grade level.

ID Cards

ID cards are mandatory for the following:

- Admittance to dance
- Internet use
- Library check-out
- Lunch release for juniors & seniors

- Replacement cards - can be obtained for a \$5.00 charge, paid to the bookkeeper, and taking the receipt to Student Services to get your card.

Illness

Students should go to the Health Room located in the Student Services office if they are feeling ill. Since cell phone use is not allowed during class, students are expected to go to the Health Room to contact parents. Students can contact parents from the Student Services Office.

Interscholastic Sports

FALL

Football
Cross Country
Soccer
Volleyball

WINTER

Basketball
Swimming
Wrestling

SPRING

Track
Baseball
Softball
Golf
Tennis

CLUB SPORTS

(Not sanctioned by OSAA)
Snowboarding
Water Polo
Lacrosse
Bowling
Skiing

Library Information

A student must have a current student ID card to check out books. Students need to pay for any lost library books and textbooks before they graduate or transfer to another school. The student will receive a full refund if the book is found.

Library Rules of Conduct

Please maintain a quiet atmosphere, follow technology guidelines, and House Rules.

Lost and Found

Lost and Found is located in Student Services. It is cleaned out on the first Thursday of the month and most unclaimed items are donated to the Caring Closet.

Lockers

Lockers will be assigned automatically to all incoming freshmen. All other locker requests will be assigned by request. Locker assignments will be available on StudentVue under the Student Info tab. Lockers are the property of the school and will be inspected by school officials periodically during the year to remove material that is potentially hazardous or illegal, and/or to reclaim missing school property. PLEASE LEAVE VALUABLES OR MONEY AT HOME.

Medication

Often students need medications prescribed by the doctor. All prescriptions /medications must be checked in through Student Services. Required paperwork will need to be completed and

filed in the THS Health Room. Non-Prescription over-the-counter medication, i.e. Advil, Tums, Tylenol, may be carried in the original container in an amount not to exceed a 1-day supply.

Off Campus

THS is a closed campus. The only exception is for juniors and seniors who have a parent-signed Lunch Release Form on file. All other students must remain on campus throughout the school day, including lunch. Lunch release is a privilege contingent upon effectively following Tigard House Rules.

Parent – Teacher Conferences

Conferences occur in October and consist of a short 5 minute classroom visit. Please invite your parents to attend.

Parking

\$50 for student parking lot and 92nd Ave. This parking permit entitles students to park in the student lot and must be used only on cars registered to students or their parents. The parking fees are used to clean, maintain, and improve the parking areas. A parking fee of \$30 may be applied to illegally parked vehicles. Further violation will result in towing of vehicle. Only seniors can buy a parking pass. Juniors may have the option to sign up for the parking lottery in the Students Services Office. Parking passes are necessary for parking on 92nd Ave and the new student lot by the stadium! Additional off street parking is available on 85th Street. No student parking will be allowed anywhere else on campus.

Please note that for safety reasons vehicles leaving the lot will only be allowed to turn right onto Durham Rd.

1. All VEHICLES, including motorcycles, parked on or near the school grounds must be registered with the school.
2. Parking passes can be purchased by seniors on a first come, first serve basis through the online payment portal. A student must present the following in order to obtain a permit:
 - a. A valid Oregon Driver's License.
 - b. A current vehicle registration.
 - c. A current auto insurance policy.
 - d. A permission form with both parent and student signatures.
3. There must be no speeding or any form of reckless driving on school property. All vehicles must be driven below 10 miles per hour.
4. Students may not sit in parked cars in the parking lot at any time during the school day.
5. Cars illegally parked are subject to the following 1st Offense: \$30 Fee; 2nd Offense: towing at owner's expense. No warnings will be given.
6. Loss of parking privileges may result from patterns of excessive tardiness or unexcused absences. Any student, who has 10 or more single period, unexcused absences at any time during the school year, will have his/her parking privileges revoked.
7. Tigard-Tualatin School District is not responsible for any student property that is lost, stolen, damaged, or destroyed. This includes student's vehicles and the contents of those vehicles. Tigard-Tualatin School District provides fee-parking areas for student

convenience. However, the payment of fees does not indicate, in any way, that Tigard-Tualatin School District assumes any responsibility for safekeeping of a student's vehicle or the contents of that vehicle.

8. **Having a permit does not guarantee a parking spot.**
9. THS is not responsible for lost or stolen passes. No refunds will be given. A \$50 replacement fee will be charged for a lost or stolen permit.

Pictures

School pictures are taken in the fall. A picture must be taken of each student for a THS Student ID Card. The ID pictures are used for school safety, identification and publications. For that reason, ID pictures need to be an accurate representation of the student. Picture packets are available through the photographer. Any questions or concerns about the picture packets should be addressed to Dorian Studios, (503) 715.0290 or 800.215.2553 or email Portland@dorianstudio.com.

Posters/Advertisements

Any signs, posters, or advertisements in the halls must have prior administrative approval. There is a community bulletin board next to the Main Office for non-profit organizations.

Schedule Changes

There are three acceptable reasons for making schedule changes:

1. Student has been assigned to the wrong level of a course.
2. Student has a hole in their schedule.
3. Student is missing a core class.

Counselors will not change student schedules because students have changed their mind about a class, want a different teacher, a different lunch, or to be in classes with friends. Schedules were built upon forecasting information; in order to hold to the integrity of the forecasting process, we will refer to a student's forecasting sheet along with their schedule change form. Counselors have already made every effort to give each student a full schedule.

School Resource Officer

This position is filled by a police officer from the Tigard Police Department who occupies an office at Tigard High School. The officer in this position is available for teaching classes and conducting seminars. The officer helps with the enforcement of the school rules and regulations as well as enforcing all federal, state, county, and city laws. In addition, the officer assists with school and neighborhood security.

Serious Offenses

The infractions of school regulations listed below are serious and may be cause for immediate suspension with possible recommendation for expulsion or alternative placement:

1. Unprovoked assault.
2. Open acts of defiance or disrespect toward teachers or other school staff.
3. Profane, obscene, abusive language or actions toward teachers or other school staff.

4. Evidence of drinking, alcohol, or possession of illegal/unauthorized drugs or narcotics in any form.
5. Sale or distribution of a narcotic, illegal/unauthorized drug, or alcohol.
6. Theft of school or personal property.
7. Malicious destruction of, or damage to, school or personal property.
8. Setting of fires, setting off false alarms, bomb threats, use or possession of explosives, guns, or other potentially dangerous instruments.
9. Vandalism
10. Refusal to identify self to school staff when on school grounds or at school-sponsored activities.
11. Violation of campus/bus policy regarding smoking or use of tobacco.
12. Leaving school premises without permission.
13. Fighting, intimidation, harassment or threat of harm to others.
14. Disturbance or disruption of a class, assembly, school activity, or in the cafeteria.
15. Failure to obey bus regulations.
16. Failure to obey campus parking and motor vehicle regulations.
17. Sexual/racial harassment.
18. Threats toward students and staff.
19. Contributing to an unsafe environment i.e. to watch a fight as a spectator, fake fighting or eluding school officials.

Sexual Harassment

Any form of sexual harassment or sexual violence will not be tolerated at Tigard High School. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, or physical or verbal conduct or communication of a sexual nature. Any incident should be reported immediately to an administrator or use [SafeOregon tipline](#).

Student Government

The student government officers and class officers are elected in the spring for the following year. Both the ASB and the classes have various committees which are active throughout the year. Examples are: Assembly, Elections, Publicity, Spirit, and Human Relations. Announcements in the Daily Bulletin and on social media will alert students as to when and how to participate in Homecoming, Holiday and Spirit Week activities.

THS students who hold any leadership position or hold an elected office are expected to follow all school rules and regulations. Violation of the Student's Rights and Responsibilities Handbook by a leadership student will result in discipline from the administration and shall result in removal from office.

Suspension Procedure

1. The student is informed of the alleged infraction. The student will have the opportunity to present his/her views of the situation. At this time the reason(s) for the action and the length and beginning time of the suspension will be explained. The student is suspended from all school-related activities as well as the regular school day.
2. Parents are notified by phone and oftentimes meets with an administrator regarding suspension, reasons for the action, length of the suspension, the beginning time of the

suspension, the conditions for the reinstatement and appeal procedures, where applicable. The administrator may also request that the parents and student attend a re-entry conference with appropriate school officials. School work may be made up. The student will have the number of days of the suspension plus two days to make up the work for full credit.

Tardies

In order to maintain a positive learning environment in every classroom, students are expected to be in the classroom when the final bell rings each period. Students arriving 5 minutes after the final bell will be marked as tardy and asked to check in with the attendance secretary to be given an Admit Slip to take to their teacher. Tardies are counted through each quarter.

Consequences for Tardies:

- **1st Tardy** Verbal notification to student from teacher
- **2nd Tardy** Notification to student, parent, and counselor from teacher
- **3rd Tardy** Referral to attendance team
- **4th Tardy** Parent conference Admin/Teacher/Student

Teacher Assistants

Students may enroll as assistants in various departments. A student may be enrolled as an assistant only one period a day and receive no more than 2 credits as an assistant toward the total required for graduation. Refer to the Academic Planning Guide or your counselor for additional information. This is a “pass/no pass” class.

Technology

- **2.1 General Precautions** “When students are issued a device to take home (vs. left in a classroom cart), the charger should remain at home, and the device should accompany the student to and from school every school day, fully charged. (Handbook Page 34)
- **3.1 Devices Left at Home** “If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. This may require extra homework in order to catch up. It is the responsibility of the STUDENT, and not the teacher, to complete missed work.” (Handbook Page 35)
- **3.6 Photos/Video Taken With Device** - “Students may not take photos or video of other students, staff, or anyone without their permission. (Handbook Page 36)
- **3.8 Home Internet Access** “Students are allowed to connect to other wireless networks through their device settings. TTSD filter will be forced on the device regardless of the network in use. Students will be required to log into the TTSD filter when on any network other than the TTSD network. Personal usernames and passwords should NEVER be shared.”
- **6.5 Device Care** “Only labels or stickers applied by the Tigard -Tualatin School District administration may be applied to the device.
- **8.0 Cost for Damaged, Lost or Stolen Devices** “Any incident of breakage, loss or damage needs to be reported to school personnel as soon as discovered or at the

start of the school day if the incident occurred at home. Incidents of neglect or irresponsible behavior leading to the damage and/ or loss of a device and equipment including cases and power cords/ adapter are the responsibility of the parent.”

Testing - College

The Pre-ACT test for freshmen and sophomores is February 20th, 2021 at Tigard High.

ACT test is given to 11th grade students February 20th, 2021 at Tigard High.

The PSAT for Freshman, Sophomores and Juniors is Saturday- October 13, 2021 at Tigard High.

To register for the SAT go to www.sat.collegeboard.org. For additional ACT testing go to www.actstudent.org. You can also visit the Counseling Office or Career Center for more information regarding registration and test dates.

If you are a student athlete who is considering playing athletics at the collegiate level, you will need to register with the NCAA at www.ncaaeligibilitycenter.org.

Threats to Students and Staff

Any behavior that threatens harm to another individual will be viewed as a serious offense. Threatening behavior could include physical actions or verbal comments that imply intent to harm another and may result in an expulsion hearing.

Tobacco

Students have the responsibility not to use tobacco, either smoking, vaping, or chewing. ORS 167.400 states: “It is unlawful for any person under 18 years of age to possess tobacco products....” No students may possess, use, sell or distribute tobacco in any form on any school grounds, at school-sponsored activities, or in school-provided transportation. The school board has established the Tigard-Tualatin School District as being tobacco-free for all staff and students (Board Policy GBK.) Any violation will result in appropriate disciplinary action. District policy requires a minimum one-day suspension for students caught using tobacco products on school property. Students will be cited with MIP (Minor in Possession.) E-cigarettes fall under the tobacco policy.

Valedictorians

Only students in Honors School with a 4.0 GPA are eligible to be Valedictorians. Any criminal activity or drug violation will result in students not being able to address the class during commencement exercises. All Valedictorians will be eligible to have a role at graduation.

Visitors

All visitors must report to our Reception Office during school hours. YOUNG ADULTS OR STUDENTS FROM OTHER SCHOOLS ARE NOT PERMITTED TO VISIT. Safety, security, and the maintenance of a productive learning environment are the primary concerns. Visitors

wishing to attend a class that is in session must seek prior approval from the school administration 24 hours in advance.

Weapons or Look-Alikes

Possession of, threatening to use, or actually using a weapon or simulated weapon (including “look-alikes”), explosives, firecrackers, or other items capable of producing bodily harm is not permitted on campus or at school events. Possession of a dangerous weapon in a school building or on school grounds is a felony offense (ORS 166.370). Such objects will be confiscated and legal authorities will be notified. Students will be subject to disciplinary action in accordance to the Student Rights and Responsibilities Handbook.

Contacts:

Area	Contact Person	Location	Phone
Absences	Jessica Magnusen	Main Office	(503) 431-5431
Activities/Clubs	Jesse Abell	Room N201	(503) 431-5474
Alternative Programs	Russ Romas	Creekside Community High School	(503) 431-5808
Announcements	Jacky Jacobo	Receptionist	(503) 431-5400
Athletics	Sheryl Reedal	Athletic Office	(503) 431-5460
Auditorium	Tori Scoles	Auditorium	(503) 431-5501
Band	Jim Irving	Band Room	(503) 431-5524
Bookkeeper	Carrie Bayha	Main Office	(503) 431-5406
Building Use	Megan Woodard	Main Office	(503) 431-5415
Cafeteria	Julie James	Kitchen	(503) 431-5412
Career Center	Jill Sims	Career Center	(503) 431-5429
CE2	Tony Hunt	CE2 Room	(503) 431-5472
Choir	Robert Hawthorne	Choir Room	(503) 431-5525
Dean of Students	Jonathan Hohm	Student Services	(503) 431-5405

Fees/Fines	Carrie Bayha	Bookkeeping	(503) 431-5406
Fire Drills	Scott Hadden	Main Office	(503) 431-5435

Free & Reduced Info	Nutrition Services	Nutrition Services	(503) 431-4103
Health Room	Shannon Ely	Student Services	(503) 431-5419
International Baccalaureate	Mike Savage	Room 213	(503) 431-5379
ID Picture/Card	Ismael Geronimo	Student Services	(503) 431-5432
Library	Eryn McKee	Library	(503) 431-5451
Lockers	Jessica Magnusen	Main Office	(503) 431-5431
Lost & Found	Ismael Geronimo	Student Services	(503) 431-5432
Newspaper	Hillary Currier	S206	(503) 431-5491
ParentVue	Lynette Biglow	Counseling	(503) 431-5422
Parking	Pete Kostel	Student Services	(503) 431-5438
Proof of Enrollment	Lynette Biglow	Counseling	(503) 431-5422
Psychologist	Lynelle Benit	Room 246	(503) 431-5416
PSAT Testing	Leanne Bradshaw	Counseling	(503) 431-5425
Registrar	Kelly Maginnis	Counseling	(503) 431-5420
Schedule/Courses	Counselors	Counseling	(503) 431-5422
School Records	Lynette Biglow	Counseling	(503) 431-5422
Security	Pete Kostel	Security	(503) 431-5438
Special Education	Christy Goodell	Room 402	(503) 431-5546
ASB Stickers	Carrie Bayha	Bookkeeper	(503) 431-5406
School Resource Officer	Nick Nunn	Main Office	(503) 431-5433
Swim Center	Anthony Markey	Swim Center	(503) 431-5455
Technology	Hillary Currier	Room S206	(503) 431-5491
Theatre	Tori Scoles	Auditorium	(503) 431-5501
Transcripts	Lynette Biglow	Counseling	(503) 431-5422
Yearbook	Hillary Currier	Room S206	(503) 431-5491