

THS STUDENT HANDBOOK

2022-2023
HOUSE RULES



BE SAFE



BE RESPECTFUL



BE RESPONSIBLE



BE KIND

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 * Be Kind

- Attend every class, every day.
- Be on time and prepared for class.
- Engage in opportunities to learn.
- Treat others with respect, kindness 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.



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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.
5. If a family is onsite, they must come inside to pick up their student.

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. To participate in school activities, a student must be in attendance the full school day (unless pre-arranged) of the competition, performance, concert, or sports activity. This will be monitored by the Athletics Office, coaches and directors.
3. Suspensions from school are considered school-generated absences and are thus excused.

Academic Dishonesty

It is expected that students do their own work. In cases where students are permitted to work together on an assignment, it is still expected that the final product turned in by each student is unique and reflects their own ideas. Likewise, if a student asks for help on an assignment from another person, the final product must still reflect their own ideas and efforts.

Types of Academic Dishonesty

- **Plagiarism** - the representation of the ideas or work of another person as the student's own (failing to accurately cite sources, correctly paraphrase, or attribute quotes)
- **Collusion** - enabling or facilitating malpractice of another student, by allowing one's work to be copied or turned in by that student
- **Cheating** - any activity that gives a student an unfair advantage over other students on an assignment or assessment

Consequences for Violations

If a student is determined to have committed academic dishonesty, the teacher will write an administrative referral. Additionally, some or all of the following may occur:

- The student may receive a reduced grade on the assignment/assessment, up to and including a zero or no credit.
- The student may be required to redo the assignment or assessment for partial credit.
- The student's parents may be notified and/or asked to meet with the teacher and/or administrators.
- In cases of collusion, all students involved will be penalized.
- The student may receive an after school or lunch detention to redo the assignment for partial

credit.

- IB classes may be subject to different consequences for violation.
- Multiple offenses may result in a withdrawal from the course with a W/NG

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 and Dean and Dean Assignments

Giselle Escobar	A-Gre
Melissa Baran	Gri-Paq
Scott Hadden	Par-Z
Ryan Taylor	Athletics
Brian Bailey	Principal
Jonathan Hohm	Dean of Students

Affinity and Alliance Groups, Clubs and Activities

A variety of affinity and alliance groups and clubs are active at Tigard High School. 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 Request Form](#) or by contacting Ashli Oldenburg aoldenburg@tsd.k12.or.us

Affinity Groups: Tigard-Tualatin School District uses the term Affinity Group to describe a space where students who share a common identity marker like race, ethnicity, gender identity and sexual orientation can spend time together and share common experiences, learn about their culture, give social-emotional support, and advocate for common interests and needs.

ASIAN STUDENT UNION (ASU)
BLACK STUDENT UNION (BSU)
JEWISH STUDENT UNION (JSU)
M.E.C.h.A. (Movimiento Estudiantil Chicano de Aztlan)
MIDDLE EAST AND NORTH AFRICAN (MENA)
MUSLIM STUDENT UNION (MSU) AFFINITY GROUP
PACIFIC ISLANDER (PI) AFFINITY GROUP

Alliance Groups: Tigard-Tualatin School District uses the term Alliance Groups as a space where students who share common identity can meet with each other and with students who support them. Examples of this include LGBTQ+ Alliance groups, Student Equity Leadership groups. and No Place for Hate Student Leadership groups.

GENDER AND SEXUALITY ALLIANCE (GSA)
NO PLACE FOR HATE (NPFH)
STUDENT EQUITY GROUP

Clubs and Activities

Tigard High School offers a variety of clubs and activities that students can participate in. We will host a Club Rush in the Fall that features all available opportunities as well as information about how to start your own club.

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)
- CE2 (Community Experiences in Career Education)
- 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 <https://www.registermyathlete.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.
6. A participant may drop or be dropped from one team/sport and transfer to another team/sport during the same season only by mutual agreement of head coaches and the approval of the Athletic Director.
7. Students are bound by the following rules of conduct while members of school teams:
 - They shall refrain from involvement in or use of tobacco and vape products, alcohol, marijuana, or any other drug not prescribed by a physician.
 - They shall maintain "full" student status including normal academic progress toward graduation, good attendance, and acceptable citizenship.
 - They shall conduct themselves in an appropriate manner, as directed by their coach, before, during, and after practice sessions and games.
 - They shall attend school the full day in order to participate in practices, games, etc. (unless prearranged by the Athletic Director.)
 - 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.
 - 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 - 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.

Attendance- Absences and Arrivals

Attendance is critical to be successful in high school. Students are considered absent if they are more than 20 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 students return to school in the middle of class, they 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.
2. If there is an error in attendance reporting, please contact the teacher directly.
3. When students are absent for 10 consecutive school days, a parent will be notified and the student will be dropped from enrollment.

Attendance - Tardies and Unexcused Absences

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 are expected to be in class for the first ten minutes of class and the last ten minutes of class. Students arriving to class after the final bell will be marked tardy.

If students arrive after the first period of the day ends, they are expected to check in at the Main Office. All tardies clear every 9 weeks.

Consequences for Tardies:

Five or more tardies to any class per week:

- Week 1: Conversation with student, Security
- Week 2: Lunch Detention/Dean

Week 3: After school detention, Dean
 Week 4: Family/AP Conference/ASD
 Week 5: Two after school detentions, AP
 Subsequent Weeks: Attendance plan/contract

Unexcused Absences: If a student is more than 20 minutes late to class, they will be marked absent. If the absence is not excused through the Attendance Office within 48 hours of the absence, the absence will be considered unexcused.

Consequences for Unexcused Absences:

Five or more tardies to any class per week:
 Week 1: Conversation with student, Security
 Week 2: Lunch Detention/Dean
 Week 3: After school detention, Dean
 Week 4: Family/AP Conference/ASD
 Week 5: Two after school detentions, AP
 Subsequent Weeks: Attendance plan/contract

Bell Schedules

TIME	PERIOD
8:55 - 10:22	1/5
10:22 - 10:35	Break
10:35 - 12:02	2/6
12:07 - 12:37	1st Lunch
12:44 - 2:11	3/7
12:09 - 1:36	3/7
1:41 - 2:11	2nd Lunch
2:18 - 3:45	4/8

NORMAL A/B DAY

TIME	PERIOD
8:55 - 10:18	1/5
10:25 - 10:45	Ext 2nd Block
10:45 - 12:08	2/6
12:15 - 12:45	1st lunch
12:52 - 2:15	3/7
12:15 - 1:38	3/7
1:45 - 2:15	2nd lunch
2:22 - 3:45	4/8

EXTENDED 2ND

Bias Incidents

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias Incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate.1 The district strictly prohibits bias incidents at all times.

TTSD has developed clear expectations regarding Bias Incidents and Hate Speech. Therefore, any report about hate speech should be taken seriously so that an investigation can take place following the Anti-Bias Education, Accountability for Implementation, Solutions, and Healing (E.A.S.H) plan with fidelity.

If a situation arises, we will respond immediately:

1. The staff member that hears the comment or the report of the comment **will immediately take action** by involving the dean of students/associate principal/principal/counselor.
2. The staff member will quickly and privately explain the situation.
3. The principal, associate principal, counselor or dean will immediately talk with the person that was harmed privately to determine what they need. This could include removing the person who said the hateful speech from class or removing the person that was harmed from class, depending on their preferences. In most cases, they would immediately be separated, one way or another, to reinforce safety for the person that was harmed.

Next steps (associate principal/dean/principal):

1. If the situation is unclear, immediately verify the details.
2. Call the family of the person that was harmed immediately.
3. Investigate. Speak with the person that was harmed first and then the student who said the hateful comment. Be mindful of the fact that this is potentially re-traumatizing the student and respond accordingly.
4. Circle back with the person that was harmed and their family. Make a plan for addressing this situation that centers on what they need and includes a plan to address the needs of the person who said the hateful comment.
5. The Dean, associate principal, or principal calls the family of the person who said the hateful comment. Explain the comment and the process that was followed. Explain the rationale for the actions and all of the components of the re-teaching. Refer to the “re-teaching” points for language to use with families.
6. Explain consequences for the originator and follow through.

Possible actions/consequences:

- Restorative conversation with both students
- Plan to keep the person that was harmed safe by separating the students
- Disciplinary action OSS for a minimum of 2 days

(The incident will be documented under Harassment in Synergy)

Resources

- [TTSD Bias & Hate Speech Policy](#)
- [ACB- All Students Belong Policy](#)
- [GBB/JBC-Bias Incidents and Hate Speech Policy](#)
- [TTSD Bias Incident Complaint Procedure](#)
- [TTSD Guidance for Political and Social Expression](#)
- [E.A.S.H Plan Presentation](#)
- [EASH Template](#)

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.

Closures - School

Sign up for Flash Alert notifications on the district website. [TTSD Flash Alert](#)

Parents and students are asked to sign up for Flash Alert and 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.

In the event of school closures due to weather or other unpredictable phenomena, please check Flash Alert

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. No cell phones allowed.

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. No cell phones allowed.

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
Tori Alderman
Tammy Gatlin

A-Coo
Cop-Gre
Gri-Lec

Leanne Bradshaw
Jason Ashley
Anna Johnson

Led-Paq
Par-sh
Si-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. The 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 identification (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, chemicals, or unauthorized medication, or possession of drug-related paraphernalia will result in suspension pending completion of the Wellness Plan.
2. Distribution, attempted distribution or delivery of alcohol or drugs, or look-alikes, may result in the school administrator automatically filing for change of placement.

First Offense (Possession/Use):

The Associate Principal shall:

- Notify the School Resource Officer.
- Contact families regarding the offense and request an immediate conference with them.
- Suspend the student for a maximum of 5 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 wellness plan with a school social worker that must be made available to the school within five days.
 - The student has a re-admit conference with the school administrator.
 - The student and family agree to follow the recommendations of the wellness plan. If treatment is recommended, the student must comply with any and all regulations. Failure to follow the program may initiate the recommendation for change of placement.

Second Offense (Possession/Use):

The Associate Principal shall:

- Notify the School Resource Officer.
- Contact families 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 with a drug and alcohol counselor that must be made available to the school.
 - The student has a re-admit conference with the school administrator.
 - The student and family agree to follow the recommendations of the drug and alcohol assessment. If treatment is recommended, the student must comply with any and all regulations. Failure to follow the program may initiate the recommendation for change of placement.

Third Offense (Possession/Use):

The Associate Principal shall:

- Notify the School Resource Officer.
- Contact families regarding the offense and request an immediate conference with them.
- Recommend the student 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.

Electronic Devices

Students have the responsibility to ensure their communication devices (phones, tablets, smart watches, earbuds, etc.) do not disrupt the learning environment. **All cell phones and electronic devices must be off and put away at the beginning of each class and remain off throughout the duration of class.** Cell phones should be out of reach, out of sight and unable to be heard during class time. This also means that students may not take phones into the hallways or bathrooms, staff offices, or other areas **while classes are in session.** Cell phones must be silenced and away during class time. If parents need to contact students during the school day, they should call the office and a note will be delivered to students.

Students may have access to their phones during lunch and passing times only. Students are not allowed to record others, take pictures of others (students or staff), and/or share or post without the other's consent. If this occurs, the school will respond, including contacting the involved student's family to provide appropriate support and follow up.

Furthermore, students who film staff or other students, without permission and/or share those videos, or photos, on social media or with other peers can create harm for members of our learning community. Students who film and share photos or videos that portray students in a negative or harmful way will be subject to disciplinary actions along with continued education and support.

Consequences for Electronics/Cell Phone Expectation Violation

Teachers will not confiscate the electronic device.

1. Reminder of policy and expectation
2. Offer student choice: place phone in backpack/bag for the remainder of the class period or place phone in cell phone holder/on teacher desk
3. Correction routine with teacher sentence frame "I need to continue teaching this lesson. I will be issuing a referral for follow-up." Teacher completes disciplinary referral.
4. Progressive Discipline based on referral process

Family Partnership Opportunities

Family Partnership (formerly Conference) days will occur in November. More information and details will be shared at a later date.

Fees

Fees for the current year are as follow:

I.D. Replacement Card -\$5

ID cards are required for 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/Reduced 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 the 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.
NG	= No evidence/not passing	Minimum requirements not met and lack of competence demonstrated
P/WD/W/NG		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.

Hall Passes

It is expected that all students have a hall pass when they are outside of the classroom during class time.

Harassment

Harassment includes antagonizing another student either verbally, in writing, (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 Canvas 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

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	<u>CLUB SPORTS</u>
Football	Basketball	Track	(Not sanctioned by OSAA)
Cross Country	Swimming	Baseball	Snowboarding
Soccer	Wrestling	Softball	Water Polo
Volleyball		Golf	Lacrosse
		Tennis	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 and/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.

Parking

\$60 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 boot fee of \$30 may be applied to illegally parked vehicles. 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.

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:
 - o A valid Oregon Driver's License.
 - o A current vehicle registration.
 - o A current auto insurance policy.
 - o 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:
 - o 1st Offense: Warning;
 - o 2nd Offense: \$30 Boot fee.
 - o 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.
6. 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.
7. **Having a permit does not guarantee a parking spot.**
8. 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 or packages can be purchased online <https://www.dorianstudio.com/> Any questions or concerns about the picture packets should be addressed to Dorian Studios at 1-800-826-3535.

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. Students have 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 or Tigard High School Student 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.

Teacher Assistants

Students may enroll as assistants in various departments. A student may be enrolled as an assistant for 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

Tigard High School will offer the Pre-ACT (9th and 10th grade students) as well as the ACT (11th grade students) during the 2022-23 school year. The date is to be determined.

The PSAT for Freshman, Sophomores and Juniors is Saturday, October 15, 2022 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 may 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 the building during the school day. 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 with the Student Rights and Responsibilities Handbook and Tigard High School Student Handbook.

Who to Contact

Area	Contact Person	Location	Phone
Absences	Megan Woodard	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	Jessica Magnussen	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	Ashli Oldenburg	Main Office	(503) 431-5415
Cafeteria		Kitchen	(503) 431-5412
Career Center	Jill Sims	Career Center	(503) 431-5429
CE2	Michael Scher	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	Mike Eskew	Counseling	(503) 431-5422
Library	Eryn McKee	Library	(503) 431-5451
Lockers	Megan Woodard	Main Office	(503) 431-5431

Lost & Found	Ismael Geronimo	Student Services	(503) 431-5432
Newspaper	Erin Harris	S206	(503) 431-5491
ParentVue	Viridiana Morales	Counseling	(503) 431-5422
Parking	Pete Kostel	Student Services	(503) 431-5438
Proof of Enrollment	Mike Eskew	Counseling	(503) 431-5422
Psychologist	Gregg Sheldrake	Room 246	(503) 431-5416
PSAT Testing	Leanne Bradshaw	Counseling	(503) 431-5425
Registrar	Mike Eskew	Counseling	(503) 431-5420
Schedule/Courses	Counselors	Counseling	(503) 431-5422
School Records	Carina Barajas	Counseling	(503) 431-5421
Security	Pete Kostel	Security	(503) 431-5438
Special Education	Rob Parness Danielle Johnson	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	Mark Rodriguez	Room S206	(503) 431-5491
Theater	Tori Scoles	Auditorium	(503) 431-5501
Transcripts	Viridiana Morales	Counseling	(503) 431-5422
Yearbook	Erin Harris	Room S206	(503) 431-5491