

BEAVERTON HIGH SCHOOL STAFF/CONTACTS

Teachers

For a complete list of instructional staff and departments, please refer to the Beaverton High School link, http://www.beaverton.k12.or.us/beaverton/staff_dept.html. Email a teacher by prefacing *@beaverton.k12.or.us* with their first and last name; you'll need to add the underscore between names.

Example: jane_doe@beavton.k12.or.us.

Counselors

Lisa Miosi
Brian Hunt
Derek Nekoba
Bonnie Heaton
Karen Stabeno

Student Alpha Split

A - Cr
Cs - Hn
Ho - Me
Mf - San
Sao - Z

College and Career Center

Kevinne Moran Instructional Assistant
Linda Chin Instructional Assistant

Support Staff

Laurie Fiebich
Sharon Solash
Shannon Prochaska
Carol Jerman
Debby Uppinghouse
Lindy Federici
Denise Campbell
Jill Cady
Lynette Donnelly

Principal's Secretary
Receptionist
Bookkeeper
Attendance Secretary
Registrar
Counseling Receptionist
Athletic Secretary
Cafeteria Manager
Health Careers/Secretarial Support
Instructional Assistant/
Secretarial Support
Special Education Secretary

Cathy Ellsworth

Casey Schleich

Specialists

Jim Meuwissen
Melissa Allen
Kim Barrett
Elizabeth "Liz" Kellogg
Lisa Twain, SLP
Ofc. Jessica Hull
Megan Nilson, M.S.W
Polly Ramirez
Ray Ruiz

Athletic Director
Activities Director
IB Coordinator
School Psychologist
Speech/Language
School Resource Officer
Prevention/Intervention
ESL Student Development
ESL Community Liaisons

Library/Media Center

Susan Dahinden Media Specialist
Christie Christophersen Library Assistant
Phong Lam Technology Support

Campus Supervisors

Lydia Allen
David Braymer
Brad Harvey
Rene Reyes

Custodial

Steve Specht Head Foreman
Mitch Moore Maintenance/Custodian
John Lira
Virgillio Marin Valderrabano
Adrian Tate

Beaverton HS Box Office (Drama Productions)

503-644-6358

ACADEMICS

- **Academic Integrity:** The student has the responsibility to do his/her own work in all academic tasks, to comply with accepted procedures and directions in all testing or evaluative situations, and to report any instances of academic dishonesty. Violations of this policy may result in an appropriate disciplinary action at the discretion of the teacher or principal that may include suspension or expulsion. Plagiarism and other acts of academic dishonesty may result in loss of credit, have a negative impact on the grade in the course, affect scholarship opportunities, and/or may have to be reported to college admissions.

- **Class Standing:** Beaverton High School recognizes the importance of a clear relationship between credits earned and class standing. The total number of credits earned determine a senior high student's class standing. Students will be allowed to participate in activities associated with their class standing.

Grade 10 (Sophomore)	5.0
Grade 11 (Junior)	10.5
Grade 12 (Senior)	16.0

- **Credit Conversion:** The following credit conversion has been approved by the District's Instruction Department and the High School Principals. The Principal may grant exceptions upon individual requests. College credit hour conversion to high school units is as follows:

1 credit =	.25
2-4 credits =	.5
5-6 credits =	1.0
7-9 credits =	1.5
10-12 credits =	2.5
15 credits =	3.0

- **Grading & Crediting:** Beaverton's school year is divided into two semesters of 18 weeks each. Final grades and credit are given at the end of each semester. These are posted on the student's transcript and determine his/her grade point average (GPA). In addition, nine-week grades are issued at quarter 1 & 3 to report progress only. Progress reports are mailed home 4-5 weeks after the start of each quarter. Under Beaverton's instructional schedule, 0.5 credit is awarded in a 90- minute class that meets every other day for 18 weeks of instruction.

Students must complete 18 weeks in a course with a minimum D grade to earn 0.5 credit. Students who pass eight classes each semester earn 8.0 credits for the year (4.0 credits per semester/ eight courses per semester).

Grades, in addition to A-F, include P for passing, N for no credit, and I for incomplete. Unless other arrangements have been approved, an Incomplete must be made up within two weeks following the grading period in which it was issued or it is changed to an F, which is recorded on the transcript and computed in the GPA. Some teachers are also implementing proficiency grading. This grading process is explained by teachers at Freshman Parent Night, Back-to-School Night, and if a teacher has a webpage, on that site, as well.

Schedule changes will be made only under the following prioritized conditions: graduation requirements needed, schedule is incomplete, student is misassigned or does not have the necessary prerequisites, or data input error. Schedule changes must be made within the first week of the beginning of a semester. Students must obtain written permission from teachers, parents, and their counselor before schedule changes are made. Students must continue attending all scheduled classes until schedule changes are finalized by their counselor. Classes dropped after the first week will be dropped with a mark of “WF” (withdrew failing). Please note, teacher-initiated level changes can be made throughout the semester without penalty.

- **Homework/Make-up Work:** Students who are ill and out of school three days or more should arrange for assignments by calling the attendance office. Please allow 24 hours for teachers to prepare assignments. Students are allowed one more than the number of days absent to hand in any assigned make-up work. Exams and long-range assignments which students have been notified of in advance must be taken or turned in immediately upon return. Contacting the teacher is always the responsibility of the student once he or she returns to school.
- **Honor Roll:** To qualify for honor roll, a student must earn an unweighted 3.5 GPA for at least one semester.
- **Progress Reports/Report Cards:** Progress reports and report cards are mailed home within 5 days of the end of each grading period. Teachers may also send progress reports at any time parent communication is needed. Please call the teacher if you have any questions about grades or ways to support your child’s academic improvement. You may also check your child’s report card grades, attendance, and schedule any time using *Parent Assistant*, a feature of eSIS, the District’s student information system. Using a web browser, this secure, password-protected site will allow you to view records for any of your children. To help ensure a trouble-free connection, high-speed internet is required and your computer will need to meet the minimum requirements that can be found on the support site. To access the system, please follow this link: <http://www.beaverton.k12.or.us/home/parents>, entering your District-issued username and password.
- **Semester Exams:** Semester and end-of-year exams will not be given prior to the designated exam day. During semester exams, parents must phone the attendance office at 259-5000 ext. 1 by 9:00am to report any absence. For approved absences, it is the student’s responsibility to contact the teacher to schedule a time to complete final exams. Exams will be held the last three or four days of the semester. A schedule will be published in the student announcements and monthly parent newsletter.
- **Weighted Grading:** Students graduating from Beaverton High School have an unweighted GPA, Rank in Class (RIC), weighted GPA, and weighted RIC on their academic transcripts. “Weighting” a grade adds to the grade-point value in certain courses. Grades of A, B, and C earned in weighted classes will earn an extra grade point. Therefore, an “A” in a weighted class will yield 5 grade points (4 points for an “A” and one more point as a weighted “bonus”), a “B” will yield 4 grade points, and a “C” will yield 3 grade points. Advanced Placement (AP) courses and International Baccalaureate (IB) courses will be weighted. Also dual-credit courses, which are transferable to 4-year colleges or universities, will be weighted.

The transcript is the only place where weighted GPA and RIC will appear, and it will include both weighted and unweighted grades. No indication of weighted grades will appear on the report card.

ADMISSION/ENROLLMENT

A student seeking enrollment in the District for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulations. Students and their parents should contact the counseling office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of Beaverton School District or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. Alternative educational services will not be provided to students expelled for violation of applicable state or federal weapons law.

ATHLETICS & ACTIVITIES

Athletic teams, student clubs, organizations and performing groups such as band, choir, drama, cheer and dance may establish rules of conduct and consequences for misconduct that are more strict than those for students in general. If a violation is also a violation of the student code of conduct (see the *Consistent Discipline Handbook*), the consequences specified by the District shall apply in addition to any consequences specified by the organization.

All high school students must meet the following *general* qualifications/requirements:

- Demonstration of good citizenship at school and in the community.
- Regular and prompt school attendance. **Must be in attendance entire day to participate in performances, practices and competitions.**
- Adherence to school rules.
- Adherence to training and athletic rules of the school district.

All high school students must meet the following *specific* qualifications/requirements:

- Have a signed participation form with parent approval.
- Submit indication of student accident insurance coverage.
- Successfully pass a physical examination.
- Indicate emergency medical treatment approval.
- Satisfy Oregon School Activities Association's (OSAA) eligibility standard.
- Satisfy Oregon School Activities Association's residency standard*
- Travel by school authorized transportation only (District provided transportation is dependent on distance traveled and individual sports).
- Paid all outstanding school fines and fees.
- Adhere to the district Academic Improvement Eligibility Program for Athletics and Activities requirements.

*A student must reside in the attendance area of the school he/she represents in competition.

- **Academic Improvement Eligibility Program**- The Beaverton School District Academic Improvement Eligibility Program is designed to encourage students to succeed in the classroom while participating in athletics and activities. It provides minimum standards, penalties, and opportunities for improvement.

Who will be affected?

- All athletic teams participating in OSAA-sanctioned sports.
- All other approved athletic teams participating in competition.
- All activities which are competitive or held in conjunction with other extracurricular activities, and/or where the general public is invited.

What are the basic elements of the program?

- OSAA Rules of Eligibility (must be passing 5 classes the previous semester).
- 2.00 GPA with no “F’s” while participating.
- BSD rules require that students be on track for graduation.
- To be eligible to participate a student must be taking 5 courses during the season.

How does the program work?

- At the beginning of the year:

all ninth-graders are eligible to participate the first 6 weeks.

students entering their 2nd year of high school must have earned 5 credits toward graduation.

students entering their 3rd year of high school must have earned 10 credits toward graduation, 5 during the preceding 12 months.

students entering their 4th year of high school must have earned 15 credits toward graduation, 5 during the preceding 12 months.

- During the year:

a grade check will be conducted after 6 weeks for all those involved in athletics or activities.

a student must have no “F’s” and have a 2.0 GPA for the current semester to retain eligibility.

any students not meeting minimum academic requirements will become ineligible and not be allowed to participate in games or performances.

ineligible students may practice but cannot participate in competition or performances.

- **Athletic Training Rules**- The use, possession, or distribution of tobacco, alcohol, non-prescription drugs or distribution of prescription drugs will not be tolerated for any participant in the interscholastic athletic program. This restriction includes regular school hours as well as non-school time. Violation of this rule will result in the following consequences:

- **Tobacco (First Violation):** Any infraction occurring on or about school premises during school hours or at any school sponsored activities will be subject to the same

sanctions as any other student. In addition, the athlete will be unable to practice or participate in any competition for up to ten (10) school days or for the duration of any expulsion. If the violation occurs away from school or on non-school days, the athlete will be unable to dress down to participate in practice or competition for up to ten (10) school days. Schools will require their athletes to be counseled by appropriate school personnel and to follow any recommendations.

- **Alcohol/Drugs (First Violation):** Any infraction occurring on or about school premises during school hours or at any school sponsored activity will be subject to the same sanctions as any other student. If the violation occurs away from school or on non-school days, the student will be unable to dress down to participate in practice or competition for ten (10) school days. In addition, he/she may be required to have a chemical abuse assessment from an approved outside assessor at the parents expense. He/she will be expected to follow the recommendations of that assessment as a condition of reinstatement to the athletic program.
 - **Second Violation:** Any second infraction of these rules will result in removal from the athletic team for the remainder of the current sport season or the following sport season if the violation occurs within the last two weeks of the current sport season. In addition, if the student is expelled from school and the term of expulsion is greater than the sport season, the student will be removed from the team and will not be allowed to participate in the following sport season until the duration of the expulsion is over. All decisions will be made by the principal in consultation with the athletic director and appropriate coaches. Each athlete confronted with an accusation of alleged violation will be provided due process. Any second offense that occurs after 36 months of a first offense shall not be recognized by the district as a second or subsequent offense.
- **Fees** Students who participate in the interscholastic athletic program will pay a participation fee. The following rules and procedures will apply:
- High school students involved in any interscholastic sport will be assessed a participation fee of \$225 for each sport.
 - The participation fees for each of the following activities is \$85: band, choir, color guard, speech and debate, cheerleading, Rhythm B's, and drama.
 - All due dates for fees will be established by the Athletic Director. Fees must be paid before a student is allowed to compete.
 - There are no waivers or family discounts. Families with hardships may contact Athletic Director, Jim Meuwissen at jim_meuwissen@beaverton.k12.or.us.
- **Student (Spectator) Conduct** Beaverton High School is a member of the Metro League. The following information will pertain to all league and non-league athletic contests. Students must follow the league rules as well as all school rules and policies when attending athletic events. Violations of these rules may result in suspension from attending future contests and/or disciplinary action as per the District's *Consistent Discipline Handbook*. Athletic contests and activity programs are conducted in an atmosphere which places maximum emphasis on good sportsmanship, positive relationships between schools, and the educational benefits of competition and participation. According to the *Metro League Code of Conduct*, students will strive to fill their rightful role as fans by:

- Providing positive support to their team and outstanding performances.
- Never being abusive with language or action toward any player, official, team, or fellow fan.
- Never interrupting the play or endangering others by throwing any object.
- Realizing the officials assigned are trained to do the best job possible of enforcing the rules of the game.
- Realizing the purpose of the contest is the play of the game and the fan's role is one of support.
- Abiding by the league rule which prohibits artificial noisemakers at contests.

Banners, Posters & Noise Makers- Banners and posters at all athletic contests should be limited to those banners or posters that give specific directions or welcome visiting teams and spectators, and no other signs should be visible in areas where they may be seen by visiting players or fans. Artificial noise makers are prohibited. Bands are not classified as part of this restriction.

Crowd Control- Only participants (players, coaches, managers, cheerleaders in uniform, and bands) are allowed on athletic playing surfaces. All others in attendance are to remain in areas identified for spectators. Students and fans shall not bring confetti and other mess-making materials to games. The host site has authority to collect these materials when discovered and remove the fans if need be. Students who violate *The Metro League Code of Conduct* will be asked to leave the event and may be subject to further disciplinary action.

➤ **FALL Sports & Coaches: Practices begin August 22nd, 2011**

Cross Country: Jim Crawford	644-5323	crawx4@hotmail.com
Football: Bob Boyer	259-5018	Bob_Boyer@beaverton.k12.or.us
*Boys' Soccer: Ryan Youngblood	997-6940	Ryoungblood1@mac.com
*Girls' Soccer: B.Estep-Carmichael	860-6340	carmichael5@mac.com
*Volleyball: Melissa Merrick	259-2237	Melissa_Merrick@beavton.k12.or.us
Water Polo: Matt Bayha	259-5003	Matt_Bayha@beaverton.k12.or.us
*Cheerleading: Mike Harsono	713-7685	Michael.Harsono@nike.com
*Rhythm B's: Makayla Rawlings	(971) 506-6188	mikaylarawlings17@yahoo.com

➤ **WINTER Sports & Coaches: Practices begin November 14th, 2011**

*Boys' Basketball: Erik Lathen	259-5000	Erik_Lathen@beaverton.k12.or.us
*Girls' Basketball: Jay Ego	358-1055	beaverhoops@gmail.com
Swimming: Matt Bayha & Peter Adams	259-5003	Matt_Bayha@beaverton.k12.or.us
Wrestling: Eric Holman	460-7096	eholman@hip.us.com
*Cheerleading: Mike Harsono	713-7685	Micheal.Harsono@nike.com
Rhythm B's: Makayla Rawlings	(971) 506-6188	mikaylarawlings17@yahoo.com

➤ **SPRING Sports & Coaches: Practices begin February 27th , 2012**

*Baseball: Derek Nekoba	259-4918	Derek_Nekoba@beaverton.k12.or.us
*Boys' Golf: Brad Harvey	259-5002	Brad_Harvey@beaverton.k12.or.us
*Girls' Golf: Carl Seargent	297-8406	donnasmoot@comcast.net
*Softball: To be announced	318-9678	BHS.softball@verizon.net
*Boys' Tennis: Matt Hottmann	259-4935	Matthew_Hottmann@beaverton.k12.or.us
*Girls' Tennis: Kathryn Robinson	259-4914	Kathryn_Robinson@beaverton.k12.or.us
Track: Shane Kessler	888-9113	shane.kessler@comcast.net

*Sports requiring tryouts.

Many sports provide preseason conditioning, camps, or open facilities. Coaches and the Athletic Director, Jim Meuwissen, should be contacted well in advance of the above dates to sign up. Please contact the coaches for specific questions regarding their sport.

Keep up with the Metro League during the season on the Metro League Website www.metroleague.org. Check for information on standings, scores, schedules, directions and all league tryouts.

ATTENDANCE EXPECTATIONS

Beaverton High School has a proud tradition of excellence and we continue to strive for academic gains across all curricular areas for all students. One essential component in this process is to have students in regular daily attendance, on time, ready to learn. Oregon law states "all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides". The law also states that parents and/or guardians are "required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term."

We believe student safety and academic success are strongly correlated to daily attendance; therefore, we place a high priority on the importance of students being in school daily and attending all classes. The Beaverton High School Attendance Policy reflects this and emphasizes the value of regular daily attendance as cited in Beaverton School District Administrative Regulations and Oregon Law.

We strongly encourage students and their parents/legal guardians take the time to review and discuss the following attendance policy. Thank you for helping us to help your student be safe and successful.

- **Tardies** The expectation of Beaverton High School is that all students are punctual to all classes. If a student arrives to a classroom after the tardy bell, within the first 15 minutes of the class period, they are considered tardy.

If a student wishes to excuse a tardy, verification of the tardy as excused or unexcused will be provided in the form of a B-PASS issued by the Attendance Office. Because the Beaverton School District provides reliable and daily transportation, attendance issues related to personal transportation (parent or student) are not considered excused other than for severe emergencies.

The consequence for an unexcused tardy for a specific class period is one day of After School Detention, to be served from 2:45-3:30pm, beginning no later than three days after the referral is issued. It is the student's responsibility to communicate to their parent or legal guardian when detention is assigned and to make alternate transportation plans when necessary. Teachers, administrators, campus supervisors or any other staff member may issue detentions for tardies.

If a student fails to serve his/her detention within the prescribed time period, the student will be referred back to the teacher and communication from the teacher to the student's home will be made to advise of time not served. If the student fails to serve detention the day after contact with the parent or legal guardian, the student will be referred to an administrator for further consequences and/or a possible suspension.

- **Absences** Students are considered absent if they are not in attendance after the first 15 minutes of the class period. If the normal bell schedule is not in effect for a particular day, it is the responsibility of the student to be aware of applicable schedule changes, as notice of schedule changes are communicated and made available to all students in advance.

If a student wishes to excuse an absence, verification of the absence as excused or unexcused will be provided in the form of a B-PASS issued by the Attendance Office (*see Excused and Unexcused Absences*).

To participate in school sponsored activities and athletics, a student must be in attendance the full day (no missed classes). Exceptions will be granted if the missed classes were the result of a medical, dental or legal appointment documented by a medical practitioner or court clerk. Exceptions may be granted due to a family emergency (*see Excused Absences*).

- **Excused Absences** Absences may be excused if the absence is caused by student illness, illness of a member of the student's family or family emergency. Emergencies will be classified as infrequent situations of major importance that affect family and home. Absences may also be considered excused for medical and dental appointments, legal/court obligations, bereavement, religious observations and school/curricular/academic activities upon receipt of proper documentation (*see Attendance Notification Procedures*). Make-up work will be provided for excused absences at the request of the student or parent/guardian.

If absenteeism due to student or family illness is deemed excessive, the school may require documentation from a medical practitioner for continued excuse of absences. While a parent or legal guardian reserves the right to remove their student from school at their discretion, an absence that does not meet the aforementioned criteria will be considered unexcused.

- **Unexcused Absences** Unexcused absences are those that do not meet the criteria for excused absences or if timely documentation/notice is not provided to the school by a parent/guardian (*see Attendance Notification Procedures*). The consequences for an unexcused absence in a specific class period are at the teacher's discretion, and may include After School Detention and/or the forfeiture of credit for schoolwork missed during that time.

After School Detention is 2:45-3:30pm, to be served on consecutive days, no later than three days after the referral is issued. It is the student's responsibility to communicate to their

parent or legal guardian when detention is assigned and to make alternate transportation plans when necessary. If a student fails to serve his/her detention within the prescribed time period, the student will be referred back to the teacher and communication from the teacher to the student's home will be made to advise of time not served. If the student fails to serve detention the day after contact with the parent or legal guardian, the student will be referred to an administrator for further consequences and/or a possible suspension.

If the student continues to accumulate unexcused absences, a mandatory conference with the student and their parents may be required. The full range of consequences as cited in the District's *Consistent Discipline Handbook* (included within this handbook) and Oregon Law will be considered, including a suspension and/or a citation to Washington County Truancy Court.

ATTENDANCE NOTIFICATION PROCEDURES

When notifying the school regarding a student absence, a parent or legal guardian must call the Attendance Office (503-259-5000, ext. 1) or provide a note upon the student's return. Messages or notes must detail the nature of the absence or run the risk of the absence being designated as unexcused. Parents or legal guardians have no more than 24 hours (carry over the weekend/non-student days when applicable) to excuse an absence. All absences will be designated as unexcused, regardless of reason after the 24-hour time period.

- **Prearranged Absences** If absences are known in advance, they may be prearranged as excused with a Prearranged Absence Form only if they meet the following criteria:
- Prolonged student medical issue
 - Serious illness of a member of the student's family
 - Family emergency or bereavement
 - Legal/court obligations
 - Religious observation
 - School sponsored, curricular or academic-related activity

We strongly encourage a parent or legal guardian to contact their student's counselor relating to the aforementioned absences. When absences are known in advance and are **not documented** with the Prearranged Absence Form and/or do **not meet** the specified criteria (or not enough criteria is provided), the absences will be recorded as unexcused.

- **Medical, Dental and Legal Appointments** Every effort should be made to schedule appointments outside the school day. When appointments must be scheduled during school hours, times should vary to avoid continually missing the same class.

To excuse an absence for a medical or dental appointment, the school requires confirmation from the medical practitioner stating the date and time of the appointment. Legal appointments require confirmation from the court clerk. Students will be excused only for class periods missed during the appointment time, taking into account transportation to and from said appointment.

Missing class for work, driver education/tests, off-campus lunches, hair and personal beauty appointments, vehicle repairs, babysitting, vacations or other appointments that are not of a medical or legal nature will be considered unexcused.

- Student Check-in/out: Once a student is on campus, the student must remain on campus. If it is necessary for the student to leave school for ANY reason after their initial arrival, they must sign out of the building at the Attendance Office and obtain a B-PASS. Subsequently, students must document the time of their return to school at the Attendance Office as well. Failure to do so will result in an unexcused absence for all classes missed.

BOOKKEEPER'S OFFICE

The bookkeeper's office is located off the main office. Fines and fees are paid at this office. It is open before school, during lunches, and after school. Checks for school fees should be made payable to Beaverton High School in the exact amount of the fee to be paid. Personal or payroll checks cannot be cashed there. The bookkeeper does not provide change. The following can be paid for at the bookkeeper's office:

- Activity Sticker \$20
- Yearbook \$55 during Beaver Day and 1st quarter
(\$65 starting first day of second quarter)
- Art Fee \$20
- Photography Fee \$20

COLLEGE/CAREER CENTER SERVICES

The College/Career Center is an extension of the Counseling Department with two staff members and many parent volunteers. The purpose of the CCC is to provide students with resources they can use to explore interests, volunteer opportunities, careers, colleges and universities, trade schools or military options, so that every student can leave BHS with a successful post-high-school plan. The CCC provides access to college admissions representatives, career speakers, career highlight days, and mock interviews with business professionals.

Students have access to computers for research, college brochures and catalogs, scholarship opportunities, and financial aid information.

Website: <http://www.beaverton.k12.or.us/beaverton/collegecareer/collegecareer.html>

COUNSELING/GUIDANCE SERVICES

The Counseling Center, located adjacent to the main office, is open to students and parents Monday through Friday from 7:30am to 3:30pm. Students may request an appointment to see a counselor by completing an appointment request form. Parents desiring to contact their child's counselor should call the counseling office at 503-259-5000, ext. 4. Counseling/guidance services include:

- | | |
|------------------------------------|-------------------------------|
| Classroom guidance activities | Academic intervention/support |
| Career guidance activities | Course Planning |
| Post secondary planning activities | Alternative education program |
| Explore/Plan/ACT | Credit recovery options |

Graduation credit checks
Letters of recommendation
New student enrollment
Registration and scheduling

Special Education needs
Transcripts
Personal/Crisis Intervention

Website: <http://www.beaverton.k12.or.us/beaverton/counseling/counseling.html>

GENERAL REGULATIONS & PROCEDURES

- **Assemblies**- All school assemblies are required. Students are to sit in specified sections of the gymnasium:
- | | |
|---------------------------|------------------------------|
| Seniors - Lower west side | Sophomores - Upper west side |
| Juniors - Lower east side | Freshmen - Upper east side |

The opportunity to attend assemblies is contingent upon appropriate student conduct. Students who behave inappropriately will be subject to loss of the privilege of attending assemblies.

- **Bus Transportation**- Please refer to the District statement in the *Consistent Discipline Handbook* (included as a part of this handbook). Beaverton High School will adhere fully to district policy and Oregon Administrative Regulations in regard to transporting students on school buses. Please consult the detailed bus timetable for information on the school bus serving your area. Students who are deemed by District Transportation to be within the walking zone will not be provided bus service. If more information or clarification is needed, please call the District Transportation Office, 503-672-3721.
- **Directory Information**- In addition to the school directory, names of students belonging to specific groups or student organizations may be released, inclusive of the following information:
- Student's name, address, and telephone number
 - Date and place of birth
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 - Photographs of students for public information purposes

Parents/Guardians shall be notified annually of their right to request that any or all of these categories of information, including personally identifiable photographs, not be released. If a parent wishes to have his/her student's name and information excluded from release, the parent must submit a written request to the school principal within 2 weeks of the start of the school year or following being enrolled.

- **Distribution of Materials**- Publications and/or materials promoted, but not sponsored by the school, may only be distributed on school premises after receiving the approval of the

District and/or Principal. Distribution of political or religious materials on school property is not permitted.

- **Emergency Procedures**- A plan has been developed that will ensure the maximum efficiency and safety for evacuating the school during fires, earthquakes, or any real emergency. Any drills for emergencies are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to know the exit route from each of their classrooms. Any student involved with participating in a false alarm is subject to disciplinary action by the school and legal authorities.
 - ***Fire Drills*** are held regularly throughout the school year and are under the direction of the administration. When the fire alarm sounds, everyone must leave the building promptly and quietly in accordance with the directions posted in each room. Do not rush; walk steadily and safely. Move far enough away from the building to be clear of all danger from fire or from fire fighting equipment. Return to your classroom with the appropriate signal.
 - ***Earthquake Drills*** are held throughout the school year. During an earthquake drill everyone is instructed to move away from windows and take cover. If there is not a place to take cover, people are instructed to kneel, bend down, and cover their heads with their arms. If in halls or stairways, move to an interior wall. If in the library, move away from windows and bookshelves. If in laboratories, extinguish burners and stay clear of hazardous materials. Every one is to remain in position for at least 60 seconds and exit the building when instructed.

FINES AND FEES- Students may purchase an activity pass for \$20 each year for reduced admission to all regularly scheduled district athletic events. Students will be fined for damaged or lost textbooks or library books. Fines and fees must be paid promptly. Students with outstanding debts will not be allowed to participate in athletic or extra-curricular programs from one season to the next. Seniors with outstanding debts, including overdue library materials, will have diplomas withheld and WILL NOT be allowed to participate in graduation ceremonies until materials are returned or fees paid.

- **Field Trips**- Field trips are considered an important part of the educational program. Students who make arrangements ahead of time to account for work/obligations missed will be excused for field trips and other educational activities. If, however, by participating the student jeopardizes the opportunity to earn credit and/or if poor grades warrant, students may be refused permission to participate.
- **Guests/Visitors**- Parents, guardians, and visitors who have business with **school officials** are welcome to visit during school hours. They must check in with the main office when they arrive on campus.

Student visitations/shadows must be arranged 24-hours in advance through school administration. Student visitors are permitted only to preview programs with the intent of

attending Beaverton High School in the future and must be pre-arranged by a parent/guardian. Visitors must sign-in in the main office. Visitors will not be allowed the first week, last two weeks of each semester, prior to holidays and during state testing or final examinations.

- **Hall Passes**- Hall passes will be issued by staff members if a student needs to leave the classroom for any reason, including to go to the office, health room, library/media center, or for other emergency reasons. Students are expected to take care of all personal needs during class passing times and bring all necessary materials to class so that they will not need to leave the classroom.
- **Latex**- Because of some allergic reactions by students, Beaverton High School does not allow any form of latex products on the premises or at any school-related activity. This restriction also applies to all district vehicles which transport students. Such products include, but are not limited to balloons, gloves, etc. All forms of balloons are prohibited on all school transportation.
- **Parking Permits** (*see Driving & Parking, page 23*) - Valid parking permits are required and must be visibly displayed on all vehicles driven to school, and each vehicle must be registered with the Attendance Secretary. All cars must be legally parked. In addition to parking on adjacent streets, the school has six designated areas/lots for students to park. All areas are "first come, first serve". Please note: there is no student parking in the front and back of the building, fire lanes or bus loading areas. Students must leave the lot immediately after parking and may not return to the vehicle until the end of the school day.
- **Personal Possessions**- The only personal possessions appropriate to have at school are those that relate to the educational process. Students are not permitted to bring knives, masks, squirt guns/water balloons, matches, lighters, tobacco, laser-pointing devices/pens, weapons or any item used dangerously, explosives, aerosol toxins, illegal substances, or drug paraphernalia to school under any circumstances. Refer to the District Consistent Discipline Handbook for further information. The school or District cannot be responsible for replacing personal possessions lost by students.
- **Privileged Communication**- A staff member cannot disclose any personal conversation which relates to the student or his/her family that might, when disclosed, damage or incriminate the student or his/her family. The student may, by consent, allow the use of privileged information. The protection of privileged communication regulation does not apply to the school's responsibility in reporting child abuse cases. Under Oregon State Statute 418.750, "All school employees must report or cause a report to be made when there is reasonable cause to believe that a child has been abused."
- **School Closure/Inclement Weather**- On occasion, weather conditions may permit schools to close or operate but require that opening of school be delayed. The district website, www.beavton.k12.or.us will have updated weather/school closure information. When such

conditions exist, the opening of schools and school schedules of buses will normally be delayed two hours. Beaverton High School will begin school on those days at 9:45am (time subject to change), and buses will operate two hours later than their normal morning schedules. Local radio stations will be informed of “delayed” schedules prior to 6:00am. Radio stations broadcast closure information 30-45 minutes earlier than television stations. Stations which have agreed to carry announcements of school closures and late opening schedules between 6:00 and 7:30am include: KGW, KEX, KYKI, KUIK, KWJJ, K103, KINK, KISN, KUPL, KKRZ, and KXL. Parents and students are encouraged to listen to these radio stations for current information. PLEASE DO NOT CALL THE SCHOOL.

- **School Hours:** Normal school hours, where the building is open, are from 7:00 a.m. to 3:30 p.m. **After 3:30 p.m. students are expected to leave unless supervised by a staff member for an after-school activity. Students are not allowed to stay at school unsupervised.**

- **School Sponsored Activities-** School sponsored activities will be held on the school grounds except academic field trips and activities of a competitive or demonstrative nature in which the school officially participates. Exceptions may be made for certain types of events when adequate facilities are not available at the school. All questions relative to whether an activity is considered school sponsored should be referred to the school administration. Students are subject to discipline for conduct at school, school sponsored events, while attending other schools in the district, and while off-campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

GRADUATION

The Class of 2012 must earn a minimum of 24 credits to receive a Beaverton High School diploma, as outlined below:

- Applied Arts 3.0
- Career Education 0.5
- Health 1.0
- Language Arts 4.0
- Mathematics 3.0
- Physical Education 1.0
- Science 3.0
- Social Science 3.0
- Electives 5.5

- **Valedictorian Requirements-** In order to maintain the integrity and high standards for the valedictorian honor at Beaverton High School, the valedictorian will be the graduating senior with the highest cumulative weighted GPA through 8 semesters, earn credit in at least 6 classes each semester their senior year, and qualify as a Beaverton High Scholar.

- **Salutatorian Requirements**- In order to maintain the integrity and high standards for the salutatorian honor at Beaverton High School, the salutatorian will be the graduating senior with the second highest cumulative weighted GPA through 8 semesters, earn credit in at least 6 classes each semester their senior year, and qualify as a Beaverton High Scholar.
- **International Baccalaureate (IB) Honor**- In order to be recognized as an IB Diploma Candidate the following requirements must be met:
 - Enrolling in and completing the required IB Diploma courses.
 - Completing the CAS and Extended Essay requirements.
 - Sitting for all of the necessary IB Exams.

The IB Organization will award the IB Diploma during the summer following graduation, if the student passes the required exams.

- **Advanced Placement Scholar (AP)**- In order to be recognized as an AP Scholar Candidate the following requirements must be met:

• AP Scholar	Score of 3+ on 3 or more exams
• AP Scholar with Honor	Score of 3+ on 4 exams
• AP Scholar with Distinction	Score of 3+ on 5 exams
• AP National Scholar	Score of 4+ on eight exams

- **Beaverton High Scholar**- In order to maintain the integrity and high standards for the Beaverton High Scholar, graduating students must meet all of the following criteria:
 - Earn a cumulative 3.75 or higher weighted GPA.
 - Complete a full load of courses in four years of school (maintain at least 6 classes throughout senior year earning a minimum of 28 credits).
 - Complete a plan and profile, including career credit.
 - Be an active participant in at least one co-curricular activity each year of high school (e.g. sports/clubs and activities/performing arts).
 - Maintain a high level of integrity and character with no behavioral incidents that reflect a consequence recommending expulsion as indicated by the BHS/BSD Consistent Discipline Handbook.
 - Successfully complete one or more of the following:
 - Receive an endorsement in a Career Pathway
 - Be a candidate to achieve a score of 3+ on three or more AP exams
 - Be a candidate to earn an IB Certificate or Diploma

- **National Honor Society**- In order to graduate with National Honor Society recognition a senior must:
 - Be a member of National Honor Society.
 - Achieve and maintain a cumulative 3.5 or higher weighted GPA.

- Complete 50 hours of community service per year.
- Participate in 4 NHS sponsored events.
- Demonstrate traits of leadership and character.

All of the above categories are recognized either through a seal on the diploma, identification in the graduation program, or recognition at the awards assembly.

At graduation the following cords are worn:

- Gold Cord: National Honor Society recognition
- Orange Cord: Successful completion of a career pathway course of study
- Blue Cord: IB Diploma and AP National Scholars and Candidates

HEALTH SERVICES

The school health room provides basic emergency first aid for the ill or injured student. Students requiring health services must secure a hall pass from the teacher before going to the health room unless immediate emergency care is needed. All causes of accidents or illnesses occurring at school are to be reported to the health room. If your child has a health problem or condition that needs to have school consideration, please contact the school.

- **Medication**- No medications or prescription drugs are to be in a student's possession. Prescription medicines will be stored and dispensed in the Health Room upon receipt of a parent's written direction and approval. The medicine must be in properly labeled prescription containers. A parent must bring the medication to school in the original container and complete a medication record and authorization card. Medications required for emergency use should be accompanied by a physician's instructions, and the symptoms to observe that necessitate immediate medication. Over-the-counter drugs (aspirin, cough medicine, hay fever remedies, etc.) are to be handled in the same manner as prescription drugs. Administering of any over-the-counter medicine by school personnel is not allowed, except by written direction of a physician and parent approval.

LIBRARY SERVICES

The BHS Library is open from 7:30am to 3:30pm, Monday through Friday. Students may check out books, magazines, and other materials. A current student body card is required for check-out. Students must check out materials using their own student body cards. Books may be checked out for three weeks; magazines, for three days. Because many classes share the same materials, students must take care to notice library due dates and to return materials on time. Materials will not be checked out to students with overdue materials.

LOCKERS

Hall lockers are provided for the convenience of students. A student may obtain a locker through the attendance office. The school makes every attempt to provide lockers with

operating locking mechanisms. Students should report any defect with lockers to the attendance office. Students may be required to share a locker with another student. The school is not responsible for any missing or stolen property from student lockers. This also applies to gym lockers. A gym locker can be provided by a student's PE teacher. Students are advised to lock belongings at all times. **Students should:**

- not share their combination with anyone other than their designated locker partner.
- use only the locker assigned.
- be sure the locker is closed and locked after use; never leave a locker unlocked.
- not leave wallets, purses, or other valuable items in lockers.
- report to the attendance office when a locker is not functioning properly.

LOST AND FOUND

If a student has lost or found any personal property, he/she should make inquiries to the main office. It is the responsibility of any student to turn in lost items belonging to others as soon as possible to the main office. In the event a student finds any item that violates school rules, the student should not touch the item and immediately report the information to administration.

MEALS & NUTRITION SERVICES

Nutritious breakfasts and lunches are available for all students to purchase each day. In addition, an "A la Carte Menu," offers individual portions of foods, sold separately from the complete meal.

- **Menu**- Breakfast and Lunch Menus for the current and succeeding month are posted on the Nutrition Services Website at: <http://www.beaverton.k12.or.us/home/departments/nutrition-services/menus/>
- **A la Carte Prices**- Prices for foods sold separately from the complete meal are available on the Nutrition Services Website listed above. Students may purchase these items only if they have cash or money in their meal account (see below).
- **Free & Reduced Price Meal Benefits**- If a family is experiencing financial need, then parents may complete one application for free or reduced price meals for all students in their family. Meal benefits applications and instructions are available on-line at <http://www.beaverton.k12.or.us/home/departments/nutrition-services/national-lunch-program/> Meal benefits applications and instructions are available in each student's back-to-school packet, counseling office, cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student's meal benefit status are *completely* confidential. Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, *a new application is required for each school year.* For more information please call: Nutrition Services Meal Benefits Office 503-591-4569 or ESL Welcome Center 503-672-3715.

- **Student Meal Accounts**- Each student is assigned their own individual meal account which they can access using a Personal Identification Number (PIN). The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:
 - Sending cash or a check made out to the school café. When making a payment, please indicate your student's first and last name along with her PIN, on the memo line of the check.
 - Making payments either online or by a toll free number. Parents can log onto www.mealpayplus.com or call 800-816-6425 to register and deposit funds with a nominal fee. They can also monitor account balances and set-up low-balance emails at no charge on-line or via the toll free number. More information is available on the Nutrition Services website: <http://www.beaverton.k12.or.us/home/departments/nutrition-services/> or by calling (503) 591-4419.

When account balances get low, students will receive a verbal reminder that they need to bring money. *Please see the information above regarding easy ways to track your student's meal balance.* If your student transfers to another school within BSD, their account balance will transfer with them.

- **Meal Etiquette**- Health department regulations stipulate that students should wash their hands before eating and are not allowed to share any portion of their meals. Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can. It is expected that all food items purchased in the cafeteria should be eaten in the cafeteria.
- **Lunch Schedule**- A student's lunch schedule is determined by their 3rd period teacher each semester, with lists posted around the school starting the first day of school.

<u>Lunch 1</u>		<u>Lunch 2</u>	
Per 1	7:45 - 9:15	Per 1	7:45 - 9:15
Per 2	9:20 - 10:50	Per 2	9:20 - 10:50
*First Lunch	10:50 - 11:20	Per 3	10:55 - 12:25
Per 3	11:25 - 12:55	*Second Lunch	12:25 - 12:55
Per 4	1:00 - 2:30	Per 4	1:00 - 2:30

NOTE: The Beaverton School District has a closed campus policy. Students can bring their lunches from home or purchase a lunch from the cafeteria. Students may not leave campus or have deliveries from outside vendors. Parents who bring items to school during the school day, including food, must deliver to the Main Office.

MESSAGES TO STUDENTS

In the event of a family emergency, messages should be directed to the main office staff, who will contact the student. Only in cases of immediate emergency will a student be called out of class. In other situations, messages will be delivered to the student at the first opportunity. Usually this will be at the end of the current class period. For the protection of the student, no messages will be taken for students from anyone other than parents/guardians or persons listed on the student verification or emergency information forms.

STUDENT BODY CARDS

All students must have student identification cards to verify that they are members of the Beaverton High School student body. There is no charge for the initial card. Replacement cost for lost or stolen cards is \$5. Students must present student body cards:

- When checking out material from the library
- When using the Internet
- For admission to school events
- Academic Information
- When requested by any member of the school and/or district staff

STUDENT CONDUCT (Points of Emphasis)

Please refer to the District's *Consistent Discipline Handbook* (included within this handbook and posted on the District website at: beaverton.k12.or.us/home/parents/) for a comprehensive look at school/district rules and regulations governing student conduct and consequences for non-compliance.

- **Bats/Lacrosse Sticks**- Lacrosse sticks and bats cannot be carried around school and must be stored in the student's locker until the end of the day and departing for practice. You may sign up for a locker in the Attendance Office.
- **Cooperation with School/District Personnel**- All students/persons must upon request identify themselves to school personnel in the school buildings, on school grounds, or at school-sponsored events. Failure to do so will result in disciplinary action and/or arrest. Students must honor any reasonable request from school personnel while on school district property or at school-sponsored events.
- **Dances**- Students are reminded that all school rules and district policies are in effect at school dances held at Beaverton High School or away from campus. This includes the use of tobacco and the use of alcohol and dangerous drugs. Any Beaverton High School student, or guest of a Beaverton High School student, found in possession or under the influence of alcohol or a controlled substance will be referred to school authorities. Violation of the above will result in suspension from school and result in your removal from all dances for one calendar year.

Students are expected to dress in appropriate attire as dictated by the nature of the dance (i.e. formal attire for the prom, semi-formal for Homecoming, Winter Formal, and Sadie

Hawkins). No jeans, hats, bandanas, sunglasses or sweats are allowed at BHS dances. All dresses must be a minimum of mid-thigh length. **We ask parents to work with their student to assure that the dress attire is appropriate so they not sent home.** Please ensure that all attire is appropriate for a high school dance. Students are also expected to dance in a safe manner to ensure the safety and enjoyment of all who attend the dance. Freaking, grinding and other sexual dancing is inappropriate at BHS dances. Students who choose to dance in this manner will be removed from the dance, parents will be notified, and they will not receive a refund.

Guest dates of BHS students at Winter Formal, Sadie Hawkins, and Prom are permitted. Only students attending BHS will be allowed to attend Homecoming. Guests may not be older than 20 years of age. If you are bringing a non-BHS student to the dance, you must complete a Guest Form and return it completed, along with a Student Dance Contract prior to purchasing tickets. If you are attending the dance with a BHS student, both BHS students must complete a Student Dance Contract Form and turn them in when tickets are purchased. Ticket are presale only and will not be sold at the dance. Student ID required for admittance to all dances.

- **Dress/Appearance** Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health or safety of the student or others. Wording, graphics, logos, phrases, graffiti or tagging on clothing or a student's person (and/or possessions) which is sexually suggestive, vulgar, drug related, weapon related, which depicts violence, is insulting, emulates/depicts gang activity or ridicules a particular person or group is prohibited. Tattoos, jewelry and/or piercings that fall within the aforementioned criteria are required to be removed and/or concealed. Bandanas, strapless tops, dresses/skirts that are above mid-thigh, and clothing that exposes the body torso, midriff, undergarments is not allowed. Violations may result in suspension and/or expulsion.
- **Driving & Parking** (see *Parking Permits, page 16*) - Misuse or abuse of driving and parking rules may result in suspension and/or loss of driving privileges. Illegally parked vehicles may be towed at owner expense. The school assumes no responsibility for damage or theft to cars driven to school. Smoking or the commission of an illegal activity in the car while entering, on, or leaving school grounds is prohibited and subject to disciplinary and/or legal action.
- **Electronic Devices** All electronic devices including (but not limited to) cell phones, pagers, gaming devices, MP3 players, iPods, personal computing devices, etc., pose a potential disruption to the educational process. Further, these devices are often targets of student theft and are seldom recovered. Students are expected to follow school and classroom/teacher rules regarding these devices. Cell phones must be "Off & Away" during class time (this includes hallways, bathrooms, offices, etc.); this may extend to other electronic devices including MP3 players and iPods. The student must surrender the device to staff when it

causes a disruption to the learning environment and/or when asked. A parent/guardian is responsible for picking up devices that have been confiscated.

- **Food in the Building**- Lunches are served during two lunch periods, with the expectation that food and drinks purchased in the cafeteria remain in the school-designated eating areas. Students may bring sack lunches. All food deliveries must be brought to the Main Office, while food deliveries originating from outside food vendors (ie. fast food) may not be consumed in the cafeteria. Some teachers may not allow food or drink into their classrooms. Eating in the back of the school, Student Center and unsupervised areas of campus is prohibited. Violations may result in the food, drink, and/or container being confiscated from the student, and a disciplinary consequence from an administrator.
- **Skateboards/Scooters**- Skateboards and scooters (human powered or motorized) are not to be ridden on school property and may be confiscated. Students are to store these items in lockers during the school day and are not carried around school.
- **Speech**- Students are entitled to verbally express their opinions. Such opinions shall not interfere with or preclude the freedom of others to express themselves. Students are prohibited from the use of obscenities, or personal attacks and from engaging in any activity, gesture, or speech intended to show or promote gang affiliation. Student speech that threatens any person or group within the school, or aids and abets racial, religious, gender, sexual orientation, disability, national origin, age or ethnic heritage discrimination is prohibited.
- **Tobacco**- As of July 1, 1991, the Beaverton School District and Beaverton High School became tobacco-free. All smoking and tobacco use (i.e., cigarettes, chew) is prohibited at all times on all adjacent and district property, including buildings, grounds, and vehicles. This policy extends to all athletic events and activities, including those that take place on school district property, and those held off of school district property (e.g., away games, dances, etc.). Students who violate this policy may be assigned detention, suspension or expulsion.
- **Technology**- Students at Beaverton High School have considerable access to technology both in classrooms and in the library area. This is a privilege that carries with it important responsibilities. Access to inappropriate material on the Internet or any misuse of technology will be viewed as a violation of expected school conduct. Students have access to this technology as part of their school experience, and the only appropriate use for any of the electronic equipment is school-related work. Students using school computers are required to follow these procedures:
 - Students must sign in to use a computer.
 - Students should check computer, keyboard, and mouse for any damage before use. Any problems should be reported to the teacher.
 - No food or drink is allowed in the computer labs.
 - Students are not to download applications to or from the computer.
 - Students are to limit computer use to school-related work.

- Chat rooms are not allowed.
- No personal E-mail is allowed.
- You may not plug in your own computer to the district's network.
- All books, papers, personal items, etc. are to be picked up before leaving the computer station.
- Students must LOG OFF at the end of class.
- Students are to check with the teacher prior to printing. Printing is to be kept to a minimum and students are to read the information on the screen first to see if it is really what is needed. If there is a problem with the printer, the teacher should be notified.

Failure to follow any/all technology rules may result in disciplinary action.

- **Theft** Theft is a criminal activity under the laws of the State of Oregon and will not be tolerated. Disciplinary action will be taken by the school regardless of formal criminal charges. Suspension or expulsion could result. Students who have had personal possessions stolen should file a theft report in the main office.
- **Unauthorized/Unsupervised Areas** During the school day, areas which are not designated for student use are to be avoided. These include cars, parking lots, woods, swimming pool, baseball and softball stadiums, any off-school grounds, other schools in the district, and construction areas. Additionally, during lunches, students are to remain in school-designated eating areas. The back of the school and any other unsupervised areas of the campus are unauthorized. Violators may be referred to an administrator for disciplinary action.

STUDENT RECORDS

This section shall serve as annual notification to parents and eligible students of their right to review and propose amendments to existing educational records maintained by the school district as required under O.R.S. 326.575. The federal law generally known as the "Education Amendments of 1974" or Federal Education Rights and Privacy Act (FERPA) enacted in 1975 provides various legal rights to parents, legal guardians, or students who have attained age 18. These include, but are not limited to:

- The right to inspect the content of the student record.
- The right to provide written comments or explanations into the record.
- The right to request a review or hearing for the purpose of challenging contents of the records that are believed to be inaccurate, misleading, or injurious to the student's rights.

Additionally, parent and student rights regarding educational records are outlined in Oregon Revised Statutes. These include, but are not limited to:

- Transfer of student records between schools or agencies.
- Annual notification of parents and eligible students of their right to review and propose amendments to the records.

A more detailed explanation of parents' rights under the Federal and State Regulations is available at the school. Any questions about student records may be directed to the building principal or the student's counselor.

- **Transcripts**- Students may request a transcript from the counseling office secretary but need to give at least 24 hour notice. Up to five official transcripts will be provided to each student per year. There will be a \$2 charge after 5 official transcripts have been provided.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.