

Wilson High School

2014-2015

STUDENT/PARENT PLANNER, CALENDAR and HANDBOOK



WILSON HIGH SCHOOL
1151 SW Vermont Avenue, Portland, OR 97219
Main Office: 503-916-5280
Main Office Fax: 503-916-2705
Attendance Office: 503-916-5294
Athletic Office: 503-916-5280 x75236
<http://www.pps.k12.or.us/schools/wilson/>

Brian Chatard, Principal
Ayesha Freeman, Vice Principal
Maude Lamont, Vice Principal
Erica Meyers, Business Manager
Jeremy Shetler, Dean of Students

This handbook belongs to:

NAME: _____

MAIN OFFICE AND STAFF DIRECTORY

Please visit our school website <http://www.pps.k12.or.us/schools/wilson/> for emails and phone extensions of all staff and teachers.

Main Office		503-916-5280	
Attendance Office		503-916-5294	
Main Office Fax		503-916-2705	
Principal	Brian Chatard	503-916-5280	x75201
Principal's Secretary	Kathy Kersey		x75202
Vice Principal	Ayesha Freeman		x75213
Vice Principal	Maude Lamont		x75204
Vice Principal's Secretary	Abby Menashe		x75203
Business Manager	Erica Meyers		x75340
Dean of Students	Jeremy Shetler		x75215
Activities Director	Tim Loveless		x75233
Athletic Director	Mike Easton		x75236
Counselors	Keith Brown		x75207
	Julie Fleming		x75208
	Kelly Milford		x75210
	Kathryn Wolff		x75209
Counseling Secretary	Sharon Dailey		x75206
Attendance Office	Sara Mattheisen		x75265
Accounting Office	Megan Meisner		x75373
Campus Monitor	Juan Medina		x75392
Campus Monitor	TBA		xTBA
College and Career Coordinator	Kate Morgan		x75279
Library Assistant	Kathy Kreipe		x75273
Media Specialist	Linda Campillo		x75271
Site Technology Coordinator	David Rose		x75364
Nurse	Lisa Stember		x75264
School Police	Officer Grant Shirahama		x75213

BELL SCHEDULE

Skinny Monday		
1	8:15	8:59
2	9:04	9:48
3	9:53	10:37
4	10:42	11:26
Lunch	11:26	11:59
5	12:04	12:48
6	12:53	1:37
7	1:42	2:26
8	2:31	3:15

Tuesday		
1	8:15	9:48
2	9:53	11:26
Lunch	11:26	11:59
3	12:04	1:37
4	1:42	3:15

Wednesday		
5	8:15	9:48
6	9:53	11:26
Lunch	11:26	11:59
7	12:04	1:37
8	1:42	3:15

Wednesday - Late Openings		
Sept 17, Dec 17, Jan 21, Feb 18, Mar 18, Apr 15, May 20 There is <u>no</u> late opening on Oct 15 at Wilson		
Teacher PD	8:00	10:00
5	10:15	11:18
6	11:23	12:26
Lunch	12:26	12:59
7	1:04	2:07
8	2:12	3:15

Thursday		
1	8:15	9:37
Tutor Time/Assembly	9:42	10:24
2	10:29	11:51
Lunch	11:51	12:21
3	12:26	1:48
4	1:53	3:15

Friday		
5	8:15	9:48
6	9:53	11:26
Lunch	11:26	11:59
7	12:04	1:37
8	1:42	3:15

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WILSON HIGH SCHOOL MOTTO and VISION

MOTTO

“Diligence, Excellence, Integrity”

VISION

At Wilson High School, it is our responsibility to provide you with the knowledge and experience necessary to help you succeed in a complex and rapidly changing world. We will also help provide you with a learning environment that promotes mental and physical health and encourages you to make the most of your talent.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Statement of Philosophy:

We believe that honesty and integrity are important and desirable traits in all areas of life including a student’s academic pursuits. Faculty members have an obligation to educate students to standards of academic integrity and to report violations by those students.

Definition:

The principle of academic integrity shall be that a student’s submitted work, examinations, reports or projects must be that student’s own work. Students shall not:

- Represent the work of others as their own;
- Use unauthorized assistance in any academic work;
- Give unauthorized assistance to other students;
- Modify, without faculty approval, an examination, paper record or report for the purpose of obtaining additional credit;
- Fail to meet other conditions for academic integrity as required by a faculty member for a specific course.

Expectations:

1. Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report dishonesty when you see it.
2. Use quotation marks where appropriate and cite your source(s) whenever you use words or ideas that are not your own when writing a paper.
3. During assessments (tests), do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Do not put yourself in a position where you can be suspected of having copied another person’s work or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor’s confidence in your work.
5. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education.
6. Never falsify a record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their transcript at risk.
7. Never fabricate data, citations or experimental results.
8. Never take test materials and/or answer keys from an instructor for the purpose of duplicating or using the material on a quiz or exam.
9. Never misuse the internet as a resource to complete assignments.

Consequences:

Students who violate the Academic Integrity expectations are subject to:

1. A “zero” on any assignment that is misrepresented.
2. Parent notification of the event.
3. Informational referral to the appropriate vice principal.
4. Suspension and/or expulsion for theft of test materials and/or answer keys from an instructor.

ADD/DROP POLICY OR COURSE CHANGE

Students may be transferred from one course to another course during the first three weeks of each semester with parental and counselor approval and without grade penalty. This does not apply to students transferring to Wilson from another school. Students need to pick up an add/drop form in the Counseling Office.

Adding a Class

- Through the **end of the third week of each semester** a student can add a class to replace a class that s/he has dropped. Adding a class is dependent upon class sizes (availability) and student needs.
- It is the responsibility of the student and teacher to discuss work and learning that needs to be made up if the student enrolls after the first day of class and during the first three weeks of a new semester.

Dropping a Class

- Through the **end of the third week of each semester** a student can withdraw from a class without any notation on the transcript. No record of the class or a grade will be made. Both the parent and teacher must approve course changes and approval must be documented.
- At the **beginning of the fourth week of each semester** students shall **NOT** be allowed to drop a class without a transcript notation “**WF**” (**Withdraw Fail**) as the final grade unless the building administrator grants an exception based on extreme and/or extenuating, documented circumstances. A level change within the same subject (i.e. a change from calculus into pre-calculus) would not be subject to this practice.
- The building administrator shall **initial all drop requests** beyond the end of the third week of the semester/second week of a trimester/seventh day of the quarter.
- It is not appropriate for teachers or counselors at any time to counsel students to drop a class. Students are to be counseled to improve performance. If a student has truly been misplaced in a class, it is appropriate to assist a student in changing to a more appropriate level of academic challenge.

ADVANCED PLACEMENT PROGRAM

Wilson High School has a long successful history of offering students college-level Advanced Placement (AP) courses. These courses and exams give Wilson students an edge:

- Rigorous courses provide thorough preparation for college.
- Nationally recognized AP standards make your transcript stand out in the college admissions process.
- Scores of 3 or more may earn credit or advanced standing at many colleges and universities
- Your investment in AP exams could save you money during college and/or allow you to advance toward your degree.

Advanced Placement International Diploma

An option with AP that students may want to take advantage of here at Wilson is the Advanced Placement International Diploma (APID). It is a globally recognized certificate for students who think they may want to apply to a university outside of the United States. This includes Canada, The Americas, South Africa, Asia, and the Pacific including China, Australia, Europe and Near East South Asia. It is recognized as part of the admission process at such schools as University of British Columbia, London Metropolitan University, Royal Academy of Music, London, and University of St. Andrews plus many more. The APID is not a substitute for a high school diploma, but rather provides additional certification of outstanding academic excellence. Similar to an International Baccalaureate (IB) diploma, it challenges a student to display exceptional achievement on AP Exams across several disciplines.

To earn an APID, students must earn grades of three or higher on at least FIVE AP exams in the following content areas:

1. Two AP Exams from two different languages selected from English and/or world languages.
2. One AP Exam designated as offering a global perspective: World History and Comparative Government and Politics.
3. One exam from the sciences or mathematics content areas.
4. One (or two) additional exam(s) from among any content areas except English and world languages. These include the content areas already described as well as history and social sciences and the arts: Macroeconomics, Microeconomics, US History, World History, U.S. Government and Politics, Comparative Government and Politics, Psychology, Music Theory, Studio Art: Drawing, Studio Art: 2-D Design.

Wilson High School offers all the AP courses necessary to prepare to examine in these five areas. What a student must do is indicate on at least one AP Exam answer sheet that the results should be sent to a university outside the United States. For more information on the APID, please go to <http://www.collegeboard.com/student/testing/ap/about.html>.

COLLEGE ENTRANCE AND PPS GRADUATION REQUIREMENTS

Community College Entrance Requirements

To enroll in a community college, a student must be 16 years old and take the college placement exam.

Oregon University System (OUS) Entrance Requirements

In addition to the required units of earned high school credit, which are listed in the graduation requirements section, the OUS Schools, consisting of Portland State University (PSU), Oregon State University (OSU), University of Oregon (U of O), Eastern Oregon University (EOU), Southern Oregon University (SOU), Western Oregon University (WOU), and Oregon Institute of Technology (OIT), also have the following requirements:

Grade Point Average

Minimum grade point averages (GPA) required for admission range from 2.75 to 3.00. The required GPA may change so check with your counselor for the current minimums.

College Admission Tests

The Oregon University System requires students to complete either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). College advisors strongly recommend high school students in their sophomore or junior year take the PSAT test in preparation for the SAT. All sophomores will be offered the PSAT at no cost. There will be a cost for juniors who take the PSAT. The SAT and ACT are administered nationally. Please see their respective websites for information related to exam dates and registration. Students should consult with their counselor to determine the requirements of their chosen institution.

Academic Requirements

- 4 years of language arts
- 3 years of mathematics (Algebra 1 and higher)
- 3 years of social studies
- 3 years of science
- 2 years of the same world language

Students should have A PASSING GRADE OF C OR BETTER IN ALL CORE CLASSES. Each OUS campus reviews applicants individually and the receipt of a grade below a C- may not automatically prevent a student from being admitted. For more detailed information about college admissions, students and parents should seek advice from their high school counselor and the admission advisor at the college/university of interest.

GRADUATION REQUIREMENTS: STANDARD DIPLOMA

Credit requirements for Wilson High School program completion are as follows:

Subject	Credits
English	4
Mathematics	3
Science	3
Social Studies	3
Physical Education	1
Health Education	1
World Language	2
Senior Pathway Portfolio/Project	1
Electives	TOTAL 7 Applied or Fine Arts 1 Career Pathway 3 Others 3

COLLEGE AND CAREER CENTER

College and Career Center is open during the school day and year. It is located in room #221. Students will have the opportunity to learn about college and career pathways through an on-line tool, Naviance. College visits will be organized through the College and Career Center. Colleges visiting Wilson will be hosted in the College and Career Center as well. Throughout the school year, students can learn interviewing skills, job shadowing and career day opportunities. These opportunities also fulfill CRLE (career-related learning experience) requirements for graduation.

Parent volunteers are also available in the College and Career Center.

Financial Aid/Scholarships

The College and Career Center serves as a resource for financial aid and scholarship opportunities. Students can inquire with the College and Career Coordinator and search for corresponding scholarships on Naviance.

Naviance

Naviance is a comprehensive college search engine. Each Wilson High School student has a Naviance log in and password. If you do not know your Naviance log in or password, please do inquire with the College and Career Coordinator.

<http://connection.naviance.com/family-connection/auth/login/?hsid=wilsonor>

Off Campus Work Experience and Internship Learning Guidelines

The Portland School District and Wilson High School recognize that student involvement in worthwhile activities related to business enterprises, community agencies, government and private organizations and extracurricular arts activities provides valuable educational experiences for students. Off campus work experience and internships are either non-paid or paid.

The following guidelines are available:

- The Off Campus Learning credit can be earned for non-paid experiences.
- The Work Experience credit can be earned for paid experiences.
- The student must be enrolled in the high school and his/her proposed program shall not infringe upon regularly scheduled classes. The student must be maintaining a 2.0 cumulative GPA or above.
- School personnel will not directly supervise Off Campus experiences.
- The number of credits a student can earn is limited to no more than 6 credits in their high school career between Off Campus and Work. A student cannot earn more than 1 credit from each program during the school year.
- To earn Off Campus learning credit, a student shall be required to participate in a minimum 130 hours for a full credit and 65 hours for a .5 credit. To earn work-experience credit, a student shall be required to work 260 hours for a full credit or 130 hours for .5 credit.

General Process for student participation:

1. The interested student shall be responsible for developing a tentative proposal for an Off Campus credit program in relation to a specific setting. In developing the proposal the student will indicate the proposed place of the activity, the types of activities he/she will engage in, the expected learning outcomes, the tentative schedule for such activities and other factors, which the school may deem necessary. Students may obtain the Off Campus Learning Program Student Application and Proposal form from their counselor.
2. The student's counselor and vice principal shall review the proposal and when the proposal is satisfactorily completed it shall receive tentative approval.
3. The student shall, in person, present the proposal to the organization/person supervising the Off Campus experience, negotiate any modification in the proposal and obtain written approval by the person in that organization who is designated to be his/her supervisor.
4. Once the proposal has been approved by the parent, the Off Campus organization, the student's counselor and the school vice principal, a copy shall be placed in the student's cumulative file. It is the student's responsibility to assure that the supervisor's report is returned and credit is granted. Time sheets must be submitted for paid work.

COUNSELING CENTER

Wilson High counselors are responsible for students whose last names fall within certain sections of the alphabet. The counselor and student are together for all four years, which provides opportunities to work closely with individuals and families. We remain committed to helping each student have a positive and successful experience. We encourage parent involvement and communication. We look forward to working with all Wilson High School families.

<u>Counselors</u>			<u>Freshman</u>	<u>Sophomores, Juniors & Seniors</u>
Kelly Milford	x75210	last name starting with	A-E	A-C
Keith Brown	x75207		F-Le	D-K
Julie Fleming	x75208		Li-Sa	L-R
Kathryn Wolff	x75209		Se-Z	S-Z

GRADING POLICY

PPS Grading Practices

It is the teacher's role to establish grading criteria and implement a policy that is clear and fair in accordance with district-approved policies and procedures. Grading practices need to be predetermined before the course is offered, written in the course syllabus (available at <http://www.pps.k12.or.us/schools/wilson/>) and clearly communicated to parents and students. The following grading practices are to be used by PPS high school teachers, counselors and building administrators

Grade Notations and Guidelines

- A letter grade of **A, B, C** or **D** is passing and indicates a level of achievement.
- Although a letter grade of **D** is figured into a student's GPA (**D**=1 point) a letter grade of **D** may indicate that the student has not demonstrated adequate proficiency to move onto the next level. For further information see Wilson's Forecast Guide at http://www.pps.k12.or.us/schools/wilson/files/amenashe/Wilson_Forecast_13-14.pdf.
- Even though PPS grants credit for a letter grade of **D**, a student earning a **D** in any core class may **not be admitted** into the Oregon University System.
- A grade of **F** or **WF (Withdraw/Fail)** indicates that performance in a class was not at a level deserving credit towards graduation. An **F/WF** grade is averaged into a student's cumulative Grade Point Average (GPA).

Incomplete

- A notation of *Incomplete (I)* indicates that the student did not complete enough work or did not meet minimum course requirements to master the content and earn credit. No credit is earned and an Incomplete does not affect the GPA.
- An *Incomplete* notation requires administrative approval, should be used rarely and must be accompanied by a written plan and timeline for requirements to complete the course and obtain a passing grade.
- In the event of extenuating circumstances, if an *Incomplete* is approved, then the student may have the option to contact the teacher and complete the work to achieve a final grade.
- The student has a **maximum of 6 weeks from the date a grade is issued** to contact the teacher, complete the work and obtain a grade.
- A detailed, written plan will be provided in order to ensure that the student understands the requirements needed to obtain a grade to replace the notation of **Incomplete** on the transcript.
- If an **Incomplete** is given in June, at the end of the school year, the 6-week period to meet requirements to obtain a replacement grade begins in the fall, with the first week of school.

Pass/No Pass

Note: Courses required for graduation are NOT subject to the Pass/No Pass option.

In a few selected courses, or under special circumstances, students may choose **within the first three weeks of each semester** to take a course on a Pass/No Pass basis. The Pass/No Pass Option is identified for courses in their course syllabus. The building administrator, teacher, student and parent need to sign off and approve choosing a Pass/No Pass grade option. Pass/No Pass forms can be found in the Counseling Office.

After the first three weeks of each semester and under extenuating circumstances, **only a building administrator can initiate** a Pass/No Pass option.

The Pass/No Pass Process or Option is:

- Predetermined by the teacher as an option before the course is established.
- Clearly communicated in writing to students and families.
- Chosen by a student as a grading option within the first three weeks of the semester/the first two weeks of the trimester/the first seven days of the quarter.
- To receive a Pass, a student must meet minimum course requirements at a letter grade "C" level or higher.
- A letter grade "D" does not qualify as a Pass.
- A grade of P (Pass) is NOT calculated in the student's GPA.

Guidelines for Using Notations WF/WN/WX

At the **beginning of the fourth week of the semester**, if a student withdraws from a class s/he will receive one of the following notations on the transcript:

- **(WF) Withdraw Fail:** Student withdraws and is not passing the course at the time of withdrawal or the student withdraws from a course after the three-week deadline of the semester/two-week deadline of the trimester/seventh day deadline of the quarter. A WF is factored into the student's GPA.
- **(WN) Withdraw No Pass:** Student withdraws in a Pass/No Pass system and is not passing the course at the time of withdrawal. A WN is not factored into the student's GPA.
- **(WX) Withdraw No Grade:** A WX notation is given only in rare and unusual circumstances, (i.e., those which are out of the control of the student such as extended illness, death of a family member, etc.) and must be approved by the building administrator. In each extenuating circumstance written documentation such as: grades, attendance, evidence of extenuating circumstances and record of a parent/teacher/counselor/student administrator meeting will be kept on file. A WX is not factored into the student's GPA.
- Three weeks prior to the end of the semester, if a student withdraws, an "F" is recorded on the transcript. No exceptions.

Grade Changes

- Please find a grade change form in the counseling office.
- If a student requests a grade change, written documentation including the building administrator's signature will be kept on file. The documentation will go directly to the data clerk for a grade change.
- Only a data clerk may enter a grade change into eSIS.

PROGRAM EXCEPTION PETITION

The PEP process is a way for students and their parent(s)/guardian(s) to request an exception be made to the prescribed course sequence or to an established pre-requisite course(s). Typically, this process is for students who have specific skills or expertise in a certain subject, who came from a unique feeder program, and/or who are identified as TAG and looking to accelerate their learning.

ACTIVITIES/ATHLETICS

WILSON/PORTLAND INTERSCHOLASTIC LEAGUE (PIL)

Students who wish to participate in athletics must visit the Athletic Office to pick up physical examination cards and eligibility forms in the Athletic Office in room #121. Both are necessary before a student may try out for any PIL athletic team.

The following conditions apply in order to participate in athletics:

1. Be passing 5 classes.
2. Have a 2.5 GPA with no more than 1 F.
3. Have a 2.0 GPA with 0 F.
4. Students are on probation if they fall under item #2 or item #3 above.

Fall grade criteria are based on second-semester grades from the previous year.

Wilson High School offers a full range of athletic opportunities (see below for information on club sports):

Fall

Boy's Football
Boys/Girls Soccer
Boy's/Girl's Cross Country
Girls Volleyball
Dance Team

Winter

Boys/Girls Basketball
Boys/Girls Swimming
Wrestling Team
Dance Team

Spring

Boy's Baseball
Girls Softball
Boy's/Girl's Tennis
Boy's/Girl's Track

CLEARANCE – MEDICAL/INSURANCE

In order to participate in any sport at Wilson, students must go through a clearance process.

Information for students turning out for the first time at Wilson or returning students renewing their physicals after 2 years. OSAA rules mandate a physical every 2 years.

- Forms are available at <http://www.pps.k12.or.us/departments/athletics/3894.htm>. The required "blue card" is not available online and must be picked up from the Athletic Director in room 121.
- **A physical is required**
- Parents must sign all forms.
- Return completed packet directly to the Athletic Director or Wilson Bookkeeper.

Information for students who have participated in a sport at Wilson and who have had a physical within the last 2 years.

- Forms are available at <http://www.pps.k12.or.us/departments/athletics/3894.htm>. The required "blue card" is not available online and must be picked up from the Athletic Director in room 121.
- **A physical is not required; however a medical update form must be completed.**
- Parents must sign all forms
- Return completed packet directly to the Athletic Director or Wilson Bookkeeper.

STUDENT CLUBS

Wilson has more than 40 active clubs. Students who are interested in clubs can find a complete list, description, contact information, and meeting times on the school website. Students interested in forming a new club will need to complete application paperwork. The time to do so will be announced in the school newsletter. This is printed in the summer before clubs for the new school year are established. Please go to the Wilson website, <http://www.pps.k12.or.us/schools/wilson/242.htm> , at the start of the year for a more accurate list. The following is a list of clubs that have been active within the last year:

Archery Club	Key Club
Battle of the Books	Mock Trial
Bowling Club	Model United Nations
Chess	Obscure Lawn Games Association
Constitution Team	Outdoor Adventure Club
Creative Writing Club	Ping Pong
Dragonboats	Role Playing Game Club
e-Sports Club	Science Olympiad
Equestrian Club	Select Wilson A cappella Group (SWAG)
Feminist Alliance	Sexual & Gender Spectrum Alliance (Spectrum)
French Culture Club	Speech and Debate
Gentlemen's Society	Student Relations Club
Glee Club	Students for Environmental Action
Global Citizens Corps	Tabletop Gaming Club
Hiking Club	Thespians, Theater Honor Society
Impactful, Motives, Prayers & Responsibilities in New Territories (IMPRINT)	Unified Friends
"In Other Words, Other Worlds"	Wilson International Student Klubb (WISK)
Jewish Student Union	Young Life

CLUB ATHLETICS

Students who are interested in Club Athletics can find out more information from our Athletic Director in room #121 or contact the club contact. Complete descriptions of each club sport and contact information can be found on the school website <http://www.pps.k12.or.us/schools/wilson/208.htm>

Dance	Advisor-Michelle Bennet
Lacrosse – Men	Derek MacDicken
Lacrosse – Women	http://www.wilsonlax.com/Home_Page.php
Rugby	Scott Guthrie
Sailing	Linda Venti
Skiing	Jason Gilles
Snowboarding	email@wilsonsnowboarding.com

ELIGIBILITY

Individual clubs provide participation paperwork, which may also include the clearance forms available from the Athletic Director in room #121. Clubs follow the same grade requirements as Wilson/PIL athletics

STUDENT GOVERNMENT

Elections for student body class offices take place in the spring for the following school year. Freshmen class officers are elected in November for the current year. All elected students must enroll in the Leadership class that meets during a regular class period.

Associated Student Body Officers

The qualifications for running for Associated Student Body President or Associated Student Body Vice President are:

- 1) Junior or senior standing when office will be held.
- 2) Previously enrolled at WHS for a minimum of one year.
- 3) GPA for the last semester prior to running for office must be a minimum of 2.5.
- 4) A minimum of one year of experience in Student Leadership at WHS. The individual may succeed themselves in office.

The qualifications for running for ASB Secretary, Treasurer or Publicity Manager are:

- 1) Sophomore, junior or senior standing during year in which office will be held.
- 2) GPA for the last semester prior to running for office must be a minimum of 2.5.
- 3) A minimum of one year of experience in Student Leadership at WHS. The individual may succeed themselves in office.

Wilson Student Leadership

ASB Officers

Perry Taylor
Naomi Fredgant
Whitney Calvin
Jack Dixon
Makenna McMillen
Tommy Moore

Senior Class

Sahara Wright
Christina Strahm
Yonus Hammer
James Rutledge-
Gorman

Junior Class

Kiana Gilzow
Estee Emlen
Nick Slenning
Sabine Pigg

Sophomore Class

Wes Crawford
Quinn Van Horne
Maddy Conkle
Jacqueline Hudson

Freshman Class Officers

Freshmen officers will be elected in November

ATTENDANCE AND TARDY POLICY

The staff at Wilson High School believes that there is a strong correlation between regular attendance and success in academic endeavors. Wilson's staff is committed to encouraging students to attend and to communicating with parents regarding attendance.

Students are expected to:

1. Attend all classes regularly and on time.
2. Excuse an absence within three days by providing a note, call or e-mail from a parent or guardian on record.
3. Make up work for excused absences.

ABSENCES FROM SCHOOL

Excused Absences:

Medical appointment, illness, family emergency, religious holiday, funeral, etc. are considered "excused."


- **Activities/Athletics** - Students who will be absent from class because of participation in school activities should turn in class assignments prior to leaving for the activity unless alternate arrangements are made with individual teachers.
- **All Others** - Students always have the right to make up work missed after an excused absence. Suspensions, Outdoor School and school-arranged field trips, etc., are considered excused. It is the student's responsibility to make contact with his/her teachers concerning make-up assignments. It is also important that this be done the day the student returns to school. Students have two days to complete make-up work for an excused absence unless alternate arrangements are made with individual teachers. 1st Semester exam make-ups must be arranged with the teacher on an individual basis. 2nd Semester exam make-ups for excused absences may be made up during the summer by making arrangements with the Office Manager.

Pre-arranged Absences:

Students may pre-arrange an absence through the Attendance Office. The pre-arranged absence form may be picked up at the Attendance Office and it must be completed and returned no later than 24 hours prior to the planned absence. An administrator must approve pre-arranged absences of three or more days. Wilson discourages pre-arranged absences during finals week. Also, teachers should indicate if the student is not doing well in class so that parents can make informed decisions about their child missing school. If a student knows that he/she is going to be absent for an extended period of time, assignments may be obtained from the teacher in advance. Students will be expected to be in attendance during the final week of each semester because of scheduled final exams. An administrator must approve exceptions.

Unexcused Absences:

Recreation, oversleeping, catching up on homework, working on a project, car trouble, etc. are considered "unexcused." At the teacher's discretion, make-up work and time for unexcused absences may be made up on a full, partial or no credit basis during a designated time arranged with the teacher. Making up an unexcused absence does not necessarily mean that the same material will be covered. However students will be allowed to make up any material covering a broader period of time than that of the absence itself (i.e. six-week tests, major exams, long term projects, etc.). Students may be assigned make-up time or detention for unexcused absences.

Unexcused Tardies	Unexcused Absences
1 st Tardy = Teacher will speak with student about classroom expectations	1 absence = Automated phone call home to family about unexcused absence.
2 nd Tardy = Teacher will speak with student about classroom expectations	2 absences = Teacher will speak with student about classroom expectations.
3 rd Tardy = Teacher will call parents.	3 absences = Teacher will call parents.
4 th Tardy = <u>Teacher will refer student to the Attendance Monitor or Campus Monitors with a discipline referral for truancy.</u>	4-9 absences = <u>Campus Monitors issue 2 after school detentions, parent signature required.</u>
	10-19 absences = <u>Attendance Monitor meets with student, an attendance contract is issued with required parent and counselor signature and Saturday School assigned.</u>
	20+ absences = <u>VP meets with parent(s)/ guardian(s), student, and counselor to develop individualized plan to improve attendance. Cafeteria restriction and continued Saturday School is a possibility.</u>

ABSENCE MAKE-UP PROCESS

If you are out of school for two or more days due to illness, for example, please contact the Attendance Office. Through the Attendance Office, we can gather work from your teachers and you or your parent/guardian can pick it up.

ADMITTANCE AFTER ABSENCE

Please bring a signed note from your parent/guardian excusing your absence when you return to school. Bring the note to the Attendance Office before you return to class. Parents may call the Attendance Office at 503-916-5294 or e-mail Sara Mattheisen at smatthei@pps.net

ADMITTANCE FOR TARDINESS

If you are tardy to class, you must stop by the Attendance Office to receive a pass. At that time, your tardy will be noted as either “excused” or “unexcused.” If you have a legitimate reason for being late, a signed note from your parent/guardian is necessary in order to indicate it is “excused.” If you do not have a signed note from your parent/guardian, your tardy will be “unexcused.” The third unexcused tardy will result in a detention.

- If you arrive to class within **15 minutes** after the bell, you must have a valid note excusing the absence from another staff member, parent or the Attendance Office. Your absence will be excused in the Attendance Office.
- If you arrive to class later than **15 minutes** after the bell, you will have an unexcused absence. In order to be admitted to class, you must receive a pass from the Attendance Office.

ASSEMBLY ATTENDANCE

Students are expected to remain on campus for assemblies. Those students who do not want to attend all-school assemblies may gather in the cafeteria for quiet study. Students should treat assembly participants with respect and behave appropriately at all times.

NON-ATTENDANCE POLICY

Those students who have shown a lack of scholastic achievement (currently failing a minimum of 50 percent of their classes) and/or have irregular attendance and/or unsatisfactory disciplinary records and who, after counseling and conversations by teachers and administrators, are showing little progress in school will receive an individualized intervention plan. This plan will be facilitated by the student's vice principal and will include a parent/guardian, counselor, teachers and Dean of Students. If non-attendance reaches 10 or more days, a home visit by the district Family Engagement Office will occur.

PARENT-INITIATED ATTENDANCE COMMUNICATION

All parents may contact the Attendance Office at 503-916-5265 to check on the status of your student's attendance. Parents may also speak directly with the student's counselor or vice principal regarding student attendance.

PARTICIPATION IN ATHLETICS AND ACTIVITIES

Absences for school-sponsored activities must be cleared in advance. In order to participate in practices or events, the participant must be in attendance at all classes the day of such a practice or event. If you have unexcused absences the day of a competition, you will not be eligible to play in a contest. Any exceptions must be cleared through the Athletic Director and/or the vice principal.

SCHOOL-INITIATED ATTENDANCE COMMUNICATIONAutomated Call

Parents can expect that the automated telephone system will be used to alert them when their student has missed one class period or more within a 24-hour period. Please insure that your contact information is updated whenever changes are made. This system will also deliver email message broadcasts from the school.

Attendance Office

Parents may be contacted by the Attendance Office or by the Dean of Students to verify absences.

BEHAVIOR EXPECTATIONS

Behavior expectations apply to students wherever they are, on any district property and at any school-sponsored activity regardless of location, including traveling to and from school. The major objectives of these expectations are to help students develop self-discipline and to teach the following fundamental concepts of living:

- Respect for the rights, dignity and safety of all individuals within the school and community.
- Respect for law and observance of district policies, procedures and local school regulations.
- Respect for public and private property rights.
- Acceptance of personal responsibility for one's actions in the school community.

STUDENT RESPONSIBILITIES

- Students must remain in assigned areas. Students scheduled for late arrival or early dismissal must be off-campus or in approved study area.
- Students must not violate their own or another's security. Theft of another's property is a violation of school and district rules and will result in disciplinary action and all incidents are reported to the School Police. Students must follow all directions of adult staff. All staff members have authority to issue reasonable direction to students, including the right to request student names and ID cards. Classroom teachers have complete authority in their classrooms and all requests or instructions must be followed and obeyed by student.
- Students must do nothing that may cause harm or injury to themselves or to others. Wilson High School does not tolerate verbal or physical violence. Students who engage in the same will be immediately subjected to disciplinary action. Wilson has zero tolerance for unprovoked assault, possession or use of weapons or facsimile weapons, use of threats or intimidation or any other actions that threaten the safety and security of students or staff. Students who engage in this behavior will face immediate consequences that may include expulsion.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*.
www.studentservices.pps.k12.or.us

BUS TRANSPORTATION

Students who ride the bus are under the direct supervision and authority of the bus driver. Students who violate bus conduct expectations will be reported to their building administrator and may be denied the use of district transportation. Questions about bus transportation should be directed to Student Transportation Services at 503-916-6901.

Students are expected to comply with the following regulations:

- Students being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and evening.
- Students will not bring firearms, weapons or other potentially hazardous material on the bus.
- Students will not bring animals, except approved assistance guide animals, on the bus.
- Students will remain seated while bus is in motion.
- Students may be assigned seats by the bus driver.
- When crossing the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms or heads through bus windows.
- Students will have written permission to leave the bus other than for home or school.
- Students will converse in normal tones; loud or vulgar language is prohibited.
- Students will not open or close windows without permission of the driver.
- Students will keep the bus clean and must refrain from damaging it.
- Students will be courteous to the driver, fellow students and passers-by.

CELL PHONES/ELECTRONIC DEVICES

Disruption of the learning environment with electronic devices is inappropriate. Cell phones, headphones, etc. are prohibited during class time unless a teacher has given specific instruction allowing for their use. The school is not responsible for your electronic device if it is lost, stolen or damaged. Students who use their electronic devices during class time and without teacher permission may receive school-related consequences including removing the electronic device from their possession until the end of the school day.

CHEATING AND PLAGIARISM

Acts of cheating and plagiarism are unacceptable behaviors. Plagiarism is using the ideas or writing of another as one's own. Examples of cheating or plagiarism include: copying work from other students, using material without attribution to the source, stealing another student's work, distributing copies of teacher created work such as exam questions. Violators will receive a consequence that may negatively impact their grade and/or may receive other disciplinary consequences. A second occurrence can result in a suspension and further implications for the student's grade.

CLOSED CAMPUS

Wilson High School has a closed campus during class time for all students. Only SOPHOMORES, JUNIORS and SENIORS may leave the campus *during the lunch period*. The campus is CLOSED for FRESHMAN during lunch and they must eat at school. During special programs or in the case of an emergency, the campus can be closed to all students during lunch.

COMPLAINT PROCEDURE

It is desirable that parents and students have an opportunity to make any concern known to the school principal and give the principal an opportunity to review those concerns and respond to them.

If, however, a written complaint is submitted that alleges the district or its personnel have violated, misinterpreted or wrongly applied a district policy, governmental agreements or state or public laws, there is a specific complaint procedure outlined in district policy for parents and students to follow. The policy can be accessed from the district's main webpage or by contacting the principal who can make a copy for the parent or student. (Reference: 4.50.030-P)

COMPUTER USE

Students who fail to follow appropriate guidelines and rules regarding school computer and/or network use will be disciplined and will have their access to computers and the network restricted or terminated. Suspension or expulsion from school may occur.

Inappropriate or unlawful use of computers at Wilson High School is defined as any action which includes, but is not limited to:

- Intentional damage or destruction of equipment.
- Any unauthorized use.
- Using another person's account or password to gain access to the network, email or Internet system.
- Downloading, uploading, storing or printing files or messages that are profane, obscene or use language that offends or tends to degrade others.
- Viewing inappropriate sites that are being accessed for non-educational purposes.
- Using the system for personal recreation, entertainment or profit.

DISRUPTIVE CONDUCT

Inappropriate behavior that, because of its content, volume, rudeness or disrespect, is disruptive to the educational process, activity or social atmosphere in any part of our building or campus life (including off-campus school activities) will not be tolerated. Disruptive behavior will result in disciplinary action.

DRESS AND GROOMING

Appropriate dress contributes to a positive learning environment. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents. 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, is sexually suggestive (examples include bare midriffs, visible under-garments, plunging necklines, see-through materials or sagging pants), is alcohol, tobacco or other drug related (including advertising or advocating the use of such products), is vulgar, lewd, obscene or plainly offensive, is insulting and/or demeaning to a particular person or group, is indicative of gang activity or membership. (Reference: 4.30.012-P)

DRUGS/ALCOHOL

Drugs, alcohol or paraphernalia are forbidden at school. Students are not to use, possess, sell or transfer alcohol or illegal drugs or look-a-like substances at school or at school activities. Violations lead to a hearing that may result in suspension from school and school activities or expulsion from school. Violations will be reported.

EDUCATIONAL MATERIALS

It is the responsibility of the student to adequately care for educational textbooks, library books, etc. In the event of loss or damage to educational materials, it becomes the financial responsibility of the student/family to reimburse the school the designated amount.

The district shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more until those debts are paid. School personnel may withhold records if the debt is less than \$50.00. However, reports shall not be withheld if they are requested for use in placement of a student (Reference: 6.20.010-P, ORS 339.260)

FREEDOM OF EXPRESSION

Students are entitled to express their personal opinions under all reasonable circumstances. However, symbolic or actual expression shall not interfere with the freedom of others to express themselves, nor shall it substantially disrupt the orderly conduct of the school. Students shall bear the responsibility in

the exercise of their rights of expression. They shall not display materials which are libelous, obscene or which create an immediate danger of physical disruption of the orderly operation of the school or create a clear and present danger of violation of the law or existing attendance regulations.

FIGHTING

All students have the right to feel safe while at Wilson High School or while attending any Wilson High School activities. Any student who threatens another student will be disciplined to the fullest extent (i.e. suspension). Any student who maliciously attacks another student will be suspended for three to ten days and may be recommended for expulsion. Students involved in fights on campus, in the vicinity of campus during school hours, on school busses or at any school-sponsored activity can be suspended from school for a period of time depending on the severity of the circumstance. Students who get into fights during non-school time (i.e. evenings, weekends, etc.) may also come under school

auspices if the fight is school related or disrupts the learning environment. A fight that takes place off campus during lunchtime is also considered to be “school related”. Students who provoke or promote a fight can also receive school-related consequences.

HARASSMENT

Respect and tolerance are essential for a positive and productive learning environment and WHS is committed to maintaining a learning environment that is free of harassment. We take this issue seriously and will not condone racial, ethnic, sexual or any other kind of harassment. Any student who is subject to, or knows of any harassment, shall immediately notify a staff member or administrator, campus monitor or Dean. Staff members notified of harassment shall inform an administrator immediately. All complaints will be promptly and thoroughly investigated. Appropriate disciplinary measures may be taken upon appropriate investigation.

Cyberbullying

Cyberbullying is the willful and repeated harm inflicted through the use of computers, cell-phones and other electronic devices. Cyberbullying occurs when a student is threatened, harassed, humiliated, embarrassed or otherwise targeted by another student through the use of any electronic communication device. This includes any electronic communication that disrupts or prevents a safe and positive educational environment.

Examples of this may include, but are not limited to:

- Posting threatening or demeaning remarks about another student on social media sites such as Facebook, MySpace or Twitter.
- Posting an image or video online of another person without that person’s knowledge, permission or consent.
- Sending threatening or demeaning text messages.
- Creating a webpage with the intent to degrade another person or damage their reputation.
- Intentionally and cruelly excluding another person from an online group.
- Continued, unwelcomed contact with another student through text or email.
- Disclosing personal information about another person (i.e. home address, phone number, etc.) in an online forum without that person’s knowledge, permission or consent.

Degrading and Threatening Remarks

Any kind of remark or action that threatens, humiliates and/or degrades another person will be considered to be harassment. This includes in-person communication, printed flyers or communication through various forms of electronic media. Threatening or physically “bullying” another person is harassment. Examples include but are not limited to:

- Making inappropriate comments to or about someone.
- Baiting.
- Calling names or encouraging others to do so.
- Subjecting another person to offensive physical contact.
- Insulting another person by abusive words, actions or gestures.
- Threatening to inflict serious physical injury on another person or any member of that person’s family.

Hazing and Menacing

Hazing, menacing, intimidation or any act that injures, degrades or disgraces a student or staff member will not be tolerated. Hazing is the use of harassment, abuse or humiliation as a way of initiating a person into a group. Menacing is the use of words or actions that intentionally attempts to place a school employee or another student in fear of serious physical injury.

Racial/Ethnic Harassment

Any communication or action that disparages a person's race, religion and/or ethnic origin will be considered harassment. Examples of this include, but are not limited to:

- Subjecting another person to offensive physical contact due to their race, religion and/or ethnic origin.
- Insulting another person by abusive words, actions or gestures that are specifically related to a person's race, religion and/or ethnic origin.
- Threatening to inflict serious physical injury on another person or any member of that person's family because of that person's race, religion and/or ethnic origin.

Sexual Harassment

The Portland School District is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment will not be tolerated. Any student or staff member who violates the sexual harassment policy will be subject to appropriate disciplinary action.

Sexual harassment means any unwelcome sexual advances including, but not limited to: letters, notes, phone calls, texting, touching, leaning over, cornering, pinching, sexually suggestive looks/glances, pressure for sexual favors, pressure for dates, sexual teasing, jokes, remarks or questions which create a hostile, intimidating or offensive educational environment, or sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature that is repeated after there has been a clear statement that the person shall stop.

INSUBORDINATION

It is the general intent that all students respond positively to supervision and direction by all school personnel during school hours, at all school-sponsored activities and/or while on school property. Students who refuse to do so will be considered insubordinate. Insubordination is the willful disobedience and/or open defiance of the teacher's authority (ORS 339.250). Students are expected to comply with all requests and directions issued by staff members, unless the request or direction is illegal, immoral or endangers students.

SKATEBOARDING AND SKATEBOARDS

The use of skateboards, roller skates and in-line skates are prohibited during school time on school property. They should be left in lockers during the school day.

THEFT

Any student who commits or attempts to commit an act of theft against a fellow student, the school district or any other party shall be subject to suspension or expulsion and may be referred to the appropriate law enforcement agency. Any student who knowingly receives stolen property shall be subject to disciplinary action, which may include suspension or expulsion and possible referral to the appropriate law enforcement agency. Students are urged not to bring valuables or large amounts of money to school. Wilson High School does not assume responsibility for a student's personal belongings.

TOBACCO USE

The Portland Board of Education adopted a resolution declaring that all Portland Public School buildings and grounds will be tobacco free. This includes school activities outside of school buildings and on adjacent property (such as bus stops) to school grounds. This applies to adults as well as students. Your compliance with this policy is appreciated.

VANDALISM

Vandalism includes willfully causing damage to buildings, fences, trees or other parts of school property. This includes cutting, marking or defacing in any manner. Any damage to school property can be grounds for school consequences including suspension or expulsion. Any damage to school property willfully caused by a student shall be assessed against the student and the parent(s) having legal custody of the student. Also, any student who willfully causes damage to another student's or staff member's personal property will be liable for the damage and will be subject to further disciplinary consequences.

WEAPONS

It is a felony to possess a firearm (or anything resembling) or other weapon (knives, razors or other instruments capable of inflicting injury to person or property) on school property. Lockers and student vehicles are also subject to search for dangerous or prohibited items. All violations of state weapons laws will be reported to the school police. Any student who brings a weapon to school faces federally mandated expulsion for one calendar year.

DISCIPLINARY ACTION GUIDELINES

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. No discrimination or harassment will occur in any education program, activity or employment.

When and Where the Rules Apply

District behavior expectations apply to students whenever they are:

- Present in any school or on property of the school district.
- At any school-sponsored activity, regardless of its location.
- Traveling to and from school.
- Involved in conduct (regardless of whether or not they are off campus or at a non-school sponsored program) that has a direct connection to a school's safety and or welfare. If the conduct is speech-related, it must substantially disrupt the educational environment or be anticipated to do so by the principal.

Rules for participants in district athletic programs and/or other school sponsored activities are in force during the entire season — seven (7) days a week, 24 hours a day, at any location.

Seniors may be disqualified from participation in commencement exercises and related activities if within sixty (60) consecutive days of the last senior school day if they are found to be in violation of District Drug and Alcohol policy or any violation resulting in a disciplinary action Level 3 or greater.

Special procedures must be followed for students with disabilities or formal Section 504 plans who are suspended for more than ten (10) consecutive days in any year, for additional removals of up to ten (10) school days that do not constitute a pattern, for separate acts of misconduct which constitute a pattern or if student is being considered for expulsion.

Some violations can result in referral to Portland Police Bureau.

Examples of conduct that violates expectations	Definition	Occurrence	Levels min-max
Abusive/Profane Language	Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation.	Minor/First Serious/Rep	1 — 2 3 — 4
Arson	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep	3 — 4 5
Assault/Menacing	Wrongfully and intentionally causing fear of immediate physical harm; attempting, with unlawful force, to inflict bodily injury, accompanied by the apparent present ability to give effect to the attempt. May include sexual assault. (Also see Threat of Violence)	Minor/First Serious/Rep ----- If Staff	3 — 5 5 ----- (5-day min. suspension)
Battery	Intentionally, knowingly or recklessly causing physical harm to another, but not mutual combat; unlawful application of force; physical contact that is willful and harmful. (Includes hitting.)	Minor/First Serious/Rep ----- If Staff	3 — 5 4 — 5 ----- 5
Bomb Threat	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	3 — 4 4
Bullying/Harassment	Disturbing consistently, by pestering or tormenting; abusive words.	Minor/First Serious/Rep	1 — 2 3 — 4
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3 — 4 5
Class Cutting/ Leaving Without Permission	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1 — 2 2 — 4
<ul style="list-style-type: none"> • Level 1 Conferences • Level 2 Interventions 	<ul style="list-style-type: none"> • Level 3 Suspension/Temporary Removal/Reassignment/Referral • Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral 	<ul style="list-style-type: none"> • Level 5 Mandatory Expulsion • Level 6 Mandatory one-yr Expulsion (weapons/firearms) 	
See Discipline of Students with Disabilities for special procedures that apply to students on IEPs and Formal Section 504 Plans in “Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline”			
67-9012: Chart by Alpha Order Revised 6/2010			

<i>Examples of conduct that violates expectations</i>	<i>Definition</i>	<i>Occurrence</i>	<i>Levels min-max</i>
Deliberate Misuse of Property	The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1 — 2 2 — 3
Display of Patently Offensive Material	Displaying sexually, racially or religiously patently offensive materials.	Minor/First Serious/Rep	1 — 3 3 — 5
Disruptive Conduct	Behaving in a manner that disrupts or interferes with the educational process, including consensual sexual activity.	Minor/First Serious/Rep	1 — 2 2 — 4
Extortion	Forcing other persons to act against their will, such as the demand for money.	Minor/First Serious/Rep	2 — 4 3 — 4
False Fire Alarm	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3 — 4 4
Fighting	Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury (i.e., mutual combat).	Minor/First Serious/Rep	1 — 4 2 — 4
Firecrackers or Explosives	Using or possessing any firecrackers, fireworks, bullets, ammunition or explosive materials or device.	Serious/Rep If Weapon	3 — 5 6
Forgery	Providing a false signature or altering school documents.	Minor/First Serious/Rep	1 — 2 2 — 3
Gambling	Playing any game of skill or chance for money or anything of value.	Minor/First Serious/Rep	1 — 2 2 — 4
Gang-Member Identifier	Displaying material that identifies student as a member of a gang.	Minor/First Serious/Rep	1 — 3 3 — 4
Inappropriate Dress	Dressing or grooming in a manner that disrupts the educational climate or process, is unclean or a threat to the learning opportunity, health or safety of the student or any other person. (Includes violation of school-adopted dress code.)	Minor/First Serious/Rep	1 — 2 2 — 3
Inappropriate Use of Technology	Using technology equipment for non-educational purposes.	Minor/First Serious/Rep	1 — 2 3 — 4
Indecent Gesture/ Indecent Exposure	Making gestures which convey a grossly offensive, obscene or sexually suggestive message.	Minor/First Serious/Rep	1 — 2 3 — 4
Insubordination	Failure to comply with a proper and authorized direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 2 3 — 4
<ul style="list-style-type: none"> • Level 1 Conferences • Level 2 Interventions 	<ul style="list-style-type: none"> • Level 3 Suspension/Temporary Removal/Reassignment/Referral • Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral 	<ul style="list-style-type: none"> • Level 5 Mandatory Expulsion • Level 6 Mandatory one-yr Expulsion (weapons/firearms) 	
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67-9012: Chart by Alpha Order Revised 6/2010			

Examples of conduct that violates expectations	Definition	Occurrence	Levels min-max
Interference with School Personnel	Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Minor/First Serious/Rep	2 — 4 3 — 4
Intimidation	Forcing or discouraging an action by creating fear; extortion. (Also see Extortion.)	Minor/First Serious/Rep	1 — 2 3 — 4
Loitering	Remaining around the school building without permission and staff supervision for purposes other than an educational assignment.	Minor/First Serious/Rep	1 — 2 2 — 3
Off Limits	Entering a location in a building or any school property that has been restricted from student use or entering a location that has been restricted from student use during certain times of the day.	Minor/First Serious/Rep	1 — 2 2 — 4
Open Defiance	Orally refusing to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 2 3 — 4
Other Similar Offense	Engaging in other similar conduct that: involves prohibited actions regarding attendance and punctuality or location of students on school property; threatens or results in loss or disruption of property; endangers physical safety or mental/emotional well-being of others; disrupts educational process or interferes with teaching and learning.	Minor/First Serious/Rep	Same as related offenses
Plagiarism/Cheating	Representing another person's work as one's own.	Minor/First Serious/Rep	1 — 2 3 — 4
Possession of Prohibited Items	Possession of items not permitted at school. Includes toy weapons that do not resemble a real weapon (as with actual weapons, discipline for toy weapons must be done in consultation with the District Student Conduct Program Manager.)	Minor/First Serious/Rep	1 — 2 3 — 4
Possession Of Stolen Property	Having in one's possession or under one's control, property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen or possession without permission of property belonging to another.	Minor/First Serious/Rep	1 — 3 3 — 4
<ul style="list-style-type: none"> • Level 1 Conferences • Level 2 Interventions • Level 3 Suspension/Temporary Removal/Reassignment/Referral • Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral • Level 5 Mandatory Expulsion • Level 6 Mandatory one-yr Expulsion (weapons/firearms) 			
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<i>Examples of conduct that violates expectations</i>	<i>Definition</i>	<i>Occurrence</i>	<i>Levels min-max</i>
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2 — 3 3 — 4
Robbery	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	3 — 4 4
Sexual Harassment	Sexual advances, requests for sexual favors, other verbal or physical conduct, inappropriate touching.	Minor/First Serious/Rep	1 — 2 3 — 4
Tardiness	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1 — 1 2 — 3
Theft, Major	Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2 — 4 3 — 4
Theft, Minor	Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses or keys.	Minor/First Serious/Rep	
Threat of Violence	Threat of harm to self or others, including threats of severe property damage. (Also see Assault/Menacing.)	Minor/First Serious/Rep ----- If Staff	1 — 3 3 — 4 ----- (5-day min. Suspension)
Tobacco, Use and/or Possession	Using or possessing by any age student any form of tobacco or nicotine delivery device on or adjacent to school property and at all activities without regard to location.	Minor/First Serious/Rep	1 — 3 3
Trespassing	Entering any school property or into school facilities without proper authority; during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1 — 3 3 — 4
Truancy	Failure to report to school without permission or excuse.	Minor/First Serious/Rep	1 — 2 2 — 4
Vandalism, Major	Includes situations that will cost the school district to repair or replace the damage or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2 — 4 3 — 4
•	•	•	
• Level 1 Conferences	• Level 3 Suspension/Temporary Removal/Reassignment/Referral	• Level 5 Mandatory Expulsion	
• Level 2 Interventions	• Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral	• Level 6 Mandatory one-yr Expulsion (weapons/firearms)	
See Discipline of Students with Disabilities for special procedures that apply to students on IEPs and Formal Section 504 Plans in "Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline"			
67-9012: Chart by Alpha Order Revised 6/2010			

<i>Examples of conduct that violates expectations</i>	<i>Definition</i>	<i>Occurrence</i>	<i>Levels min-max</i>
Vandalism, Minor	Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the school district.	Minor/First Serious/Rep	1 — 2 2 — 3
Discipline for any weapon violation regardless of type, must be done in consultation with the District Student Conduct Program Manager.			
Weapon, Dangerous	Any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.	Any Occurrence	6
Weapon, Deadly	Any instrument, article or substance specifically designed for and capable of causing death or serious physical injury.	Any Occurrence	6
Weapon, Firearm	Possession of a gun; including but not limited to a firearm which is “designed to or may readily be converted to expel a projectile by the action of an explosive and any explosive, incendiary or poison gas.” (Section 921 of Title 18 of the U.S. Code.) “Possession” is defined to include, but not limited to having a weapon located: (1) in a space assigned to a student such as a locker or desk, (2) on the student’s person or property (on the student’s body, in student’s clothing, in an automobile), (3) under the student’s control or accessible or available; for example: hidden on school property. Confiscated guns are turned over to the police.	Any Occurrence	6
Weapon, Simulated	Possession of articles that resemble, but are not, knives, guns or other weapons.	Any Occurrence	3 — 5
Willful Disobedience	Repeated refusal or failure to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	2 — 3 3 — 4
<ul style="list-style-type: none"> • Level 1 Conferences • Level 2 Interventions 	<ul style="list-style-type: none"> • Level 3 Suspension/Temporary Removal/Reassignment/Referral • Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral 	<ul style="list-style-type: none"> • Level 5 Mandatory Expulsion • Level 6 Mandatory one-yr Expulsion (weapons/firearms) 	
See Discipline of Students with Disabilities for special procedures that apply to students on IEPs and Formal Section 504 Plans in “Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline”			
67-9012: Chart by Alpha Order Revised 6/2010			

ALCOHOL/DRUG DISCIPLINARY MEASURES			
PREVIOUS VIOLATION	CURRENT VIOLATION		DISCIPLINARY ACTION
If first violation was for...	Within the past 3 years, is this the 1st, 2nd or 3rd finding? *	Was this violation for possession/ use or transfer/ sale?	Then the Disciplinary Action Level will be:
N/A	First	Possession/Use	Level A
N/A		Transfer/Sale	Level B
If first violation was for...	Within the past 3 years, is this the 1st, 2nd or 3rd finding? *	Was this violation for possession/ use or transfer/ sale?	Then the Disciplinary Action Level will be:
Possession/Use	Second	Possession/Use	Level B
Transfer/Sale		Possession/Use	Level C
Possession/Use		Transfer/Sale	Level B
Transfer/Sale		Transfer/Sale	Level C
Any Violations	Third	Possession/Use	Level C
Any Violations		Transfer/Sale	Level C
*In order for an incident to qualify as a “finding” there must be a hearing conducted by an administrator and a letter to parents/guardians stating the decision.			

DRUG/ALCOHOL ACTIVITY ACTION LEVEL AND CONSEQUENCES+	
Level A	Insight Class and student barred from competition, games and performances for 28 days. In addition, at the administrator’s discretion, the student may be suspended up to five (5) school days (only after hearing, if result is a level A finding) and/or be required to perform up to eight (8) hours of community service.
Level B	Expulsion. May be delayed if the student is accepted into a school-approved alternative program or treatment service, which addresses the student’s alcohol and other drug issues. Student is excluded from district schools and school district activities.
Level C	Expulsion.
+In lieu of assigning these disciplinary actions, an alternative plan may be developed. For additional information, you may request the <i>Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline</i> at your school’s Main Office.	
<ul style="list-style-type: none"> • Level 1 Conferences • Level 3 Suspension/Temporary Removal/Reassignment/Referral • Level 5 Mandatory Expulsion • Level 2 Interventions • Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral • Level 6 Mandatory one-yr Expulsion (weapons/firearms) 	
See <i>Discipline of Students with Disabilities</i> for special procedures that apply to students on IEPs and Formal Section 504 Plans in “ <i>Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline</i> ”	
67-9012: Chart by Alpha Order Revised 6/2010	

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements are made to the student body through the Wilson High School Daily Bulletin. The bulletin is posted to the Wilson High School website and made available by 2nd and 6th period teachers daily. Students may post an announcement in the bulletin by submitting a form available in the Attendance Office. Students must have a staff member’s signature to post an announcement in the bulletin.

AUTOMOBILE AND PARKING REGULATIONS

Parking at Wilson is limited. All students using the Wilson parking lot must register their automobile(s) with Security and they must purchase a parking permit. Parking permits cost \$45.00 and are valid for one year.

A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. IT ALLOWS A STUDENT TO PARK IN THE LOT WHEN A LEGAL SPACE IS AVAILABLE.

Parking permits are not to be shared or transferred. If you engage in sharing or transferring parking permits, you will forfeit your permit.

The main parking lot is for juniors and seniors. Sophomores may use Rieke's parking lot or street parking. Sophomores will not be able to purchase parking permits. Sophomores who drive to school and use the Rieke's parking lot or neighborhood street parking are still required to register their cars. They will not be issued a parking permit nor will they be assessed a fee. The car registration helps the school identify cars that should not be in the area.

Wilson issues parking citations for all parking violations. Those violations include parking in staff spaces, in no parking zones or in fire lanes or parking in spaces designated for handicap. These fines are payable to the bookkeeper. Any subsequent violation will result in forfeiture of the parking permit and is subject to tow at the owner's expense.

Any car parking in the Wilson parking lot without a valid parking permit is subject to tow at the owner's expense. Note: The Portland Police Department does patrol the lot on occasion. They also will issue citations and/or tow cars that are illegally parked.

**** THE SPEED LIMIT IN THE PARKING LOT IS 10 MPH! ****

CAMPUS MONITORS AND DEAN OF STUDENTS

The Dean of Students and the Campus Monitors are primarily responsible for the safety of students. If a student is concerned about the behaviors of any other person on campus, then, s/he can confidentially report to a Campus Monitor or the Dean of Students in room #149.

COMPLAINT PROCEDURES

It is desirable that parents and students have an opportunity to make any concern known to the school principal and give the principal an opportunity to review those concerns and respond to them.

If, however, a written complaint is submitted that alleges the district or its personnel have violated, misinterpreted or wrongly applied a district policy, governmental agreements or state or public laws, there is a specific complaint procedure outlined in district policy for parents and students to follow. The policy can be accessed from the district's main webpage or by contacting the principal who can make a copy for the parent or student. (Reference: 4.50.030-P)

CRISIS SUPPORT/RESOURCES

For a student who wants to find support for her/himself or a friend outside the regular school day, they will find these phone numbers helpful. A more comprehensive list of phone numbers is available in the Counseling Office in the "Pocket Directory" provided by Multnomah County.

Multnomah County Crisis Line	503-988-4888
Sexual Assault Resource Center Support Line	503-640-5311
Suicide Hotline	1-800-SUICIDE
Trevor Project (LGBTQ)	1-866-488-7386
Women's Crisis Line	1-888-235-5333
Youth Hotline	1-877-553-TEEN

DANCES

School and district rules and policies apply to all school dances.

Only Wilson students will be allowed to attend after-game dances. All tickets for after-game dances are sold at the door. Tickets are only sold to students who present a current WHS ID card. Tickets for the Homecoming, Winter Formal and Prom dances are sold outside the gymnasium during lunch beginning 10 school days before the date of the dance and will conclude one day prior to the dance.

Students who are ASB members can attend Homecoming at no additional charge.

Please remember the following conditions pertain to dances:

- No guests younger than high school freshman age or older than 20 years of age will be allowed at any dance and then only with administrative approval. There is no exception to this rule, so please do not ask for special consideration.
- All School Rules and Policies are in effect for the duration of all school-sponsored activities.
- Students and guests will be turned away from school dances if they do not adhere to school dress codes, including, but not limited to: no chains, no attire that could be interpreted as gang-affiliated, no immodest attire that allows excessive exposure of the chest, midriff, back, thighs, buttocks, etc. or other attire that is disruptive in nature.
- Students and guests are expected to refrain from inappropriate sexual dancing, such as freaking, spooning and grinding. Chaperones will intervene if inappropriate dancing is observed and students will be directed to stop. Failure to comply with a chaperone's directive may result in further disciplinary action, including removal from the dance.
- Anyone who fails to comply with a reasonable request from an administrator, teacher or agent thereof will be asked to leave the dance and may lose any future privileges to attend dances.
- Administrators shall reserve the right to turn away or ask any guest to leave a dance based on safety considerations and/or the welfare of both the dance patrons and the staff. Money will not be refunded to students who are asked to leave the dance.
- When attending school functions, students who leave the function may not re-enter-- going in and out of a function is not allowed. After-game dances will conclude at 11:00 p.m. during the football and basketball seasons.
- All students wishing to bring a guest who is not a Wilson student to Homecoming, Winter Formal or Prom dances will be required to have a valid guest agreement. These forms will be available in the Main Office the week prior to the tickets going on sale. No guest tickets will be sold without a valid guest agreement at the time of purchase.
- Administrative approval will not be given to anyone who has been trespassed from Portland Public Schools property within the last two years.
- Administrative approval will not be given to anyone who has been suspended or expelled from Wilson High School during the time the dance is held.
- Administrative approval will not be given to anyone with an arrest record for violent acts, drug possession or drug distribution.

- No guests will be admitted unless accompanied by a current Wilson High School student.
- All students and their guests must present picture ID at the door or they will be turned away from the dance.
- Anyone arriving at the Homecoming, Winter Formal dances and/or Junior-Senior Prom as an unregistered guest or student will be turned away.

Parents are always welcome to attend school dances as chaperones.

DRILLS

Students need to be prepared for one fire drill per month. Students also need to be prepared for at least one lock-down drill and one earthquake drill. Evacuation routes are posted in every classroom. There is a bucket of safety supplies in every classroom in the event of a disaster.

DRIVER EDUCATION

In partnership with PCC, a Driver Education program is offered quarterly through PCC on location at Wilson High School. Information can be found in the Main Office.

EMERGENCY SCHOOL CLOSURE INFORMATION

Due to inclement weather schools may need to close or dismiss early for the safety and welfare of all of our students. The decision to close schools is made by the superintendent or her/his designee (usually by 5:00 am). The information is posted to: <http://www.flashalert.net/news.html?id=69>

TV and radio stations use this site as the source of information. . Radio station KBPS, 1450, announces school closures in eight other languages. Snow bus routes are posted to: <http://www.pps.k12.or.us/depts-c/bus/snow>

FEES AND EXPENSES

Class-specific supplies are purchased each year by the teacher. Fees that students/families pay help pay for the materials. Class-specific supplies include workbooks, computer licenses and art materials.

Fees are collected separately for AP tests, three main school dances, ASB cards, parking, book fees, lost student ID cards, etc. Fees are collected by the bookkeeper in room #120.

Athletic fees are for student athletes who participate on Wilson athletic teams. Athletic fees or “pay to play” fees are collected by the bookkeeper in room #120.

FIELD TRIPS

A Parent Permission Slip must be filled out each time a student plans to participate in any school-sponsored function and/or field trip. A Walking Field Trip also requires parent permission slip. All school rules apply to school-sponsored trips.

GRADUATION/SENIOR INFORMATION

All seniors must meet Portland Public School District graduation requirements in order to participate in commencement. Please stay apprised of your progress toward graduation. Remember—ONLY students who have completed ALL requirements for graduation (including credit requirements, personalized learning requirements, demonstration of essential skills and an academic portfolio containing all work samples) are allowed to receive a diploma and participate in commencement exercises. No exceptions will be made.

Commencement Expectations

All graduating seniors are expected to attend graduation practice. Students may be held out of the Commencement Ceremony if they don't attend practice.

Acceptable guidelines regarding graduation are:

- Senior students are expected to wear appropriate dress attire.
- Senior students and members of the audience are asked to be respectful of those who are speaking and performing during the ceremony. Applause is appropriate; catcalls and booing are not. Do not bring or use items that will distract from the ceremony such as air horns, beach balls, etc.
- Senior students are allowed to wear school-sanctioned, commercially purchased academic honor cords, sashes or medals that have been earned by participating in qualifying activities. Other decorative adornments to the graduation cap or gown (flower leis, taped messages, ribbons, church awards, medals, sports awards, community service pins, etc.) are not allowed. Qualifying activities are those which are academically related and under the umbrella of a national organization.
- The following school-based organizations qualify for honor cords/sashes/medals:
 - Associated Student Body Officers
 - AVID
 - National Honor Society
 - Wilson Scholars Diploma
 - Valedictorians

Senior Check-Out Procedures

Senior check-out forms must be completed, signed and returned to our bookkeeper by the designated deadline. Seniors are expected to turn in books, clean out lockers and pay fees during the check-out period. All outstanding fees must be paid prior to graduation. See our bookkeeper in room #120 or call 503-916-5280 x75373 to receive an update regarding fees that are owed.

Senior Class Meeting

All seniors are required to attend a class meeting approximately one month prior to the seniors' last day of school. Seniors will be given important information about expectations for the remaining weeks of school and graduation, timelines and deadlines for various events related to graduation such as distribution of commencement tickets, procedures for requesting additional tickets, cap and gown pickup, etc. Senior All-Night Party information will also be available. Students will be reminded that violations of school and district policies regarding the use alcohol, drugs or other disciplinary/behavior issues may result in not being able to participate in graduation activities, including commencement exercises.

Senior Pranks

Any pranks perpetrated on the school by seniors at any time during the year will not be condoned. Seniors who are in violation of school behavior expectations will receive consequences consistent with school and district policy, including the possibility of withholding participation in events associated with graduation, i.e., senior awards, senior BBQ, commencement, etc.

Senior "Skip Day"

WHS does not sanction a senior "skip day." Seniors who skip classes on a designated "skip day" will receive consequences consistent with school and district policy.

HALL PASSES

When a student leaves class to go anywhere in the building, he or she must have a hall pass issued by school personnel. Students are expected to sign in and out in their classrooms before leaving the room. Talking or texting on a cell phone is not permitted when using a hall pass.

ID CARDS/STUDENT BODY CARDS

Student identification (ID) cards are issued on registration day to all students. Students are expected to have their ID in their possession every school day and at all school events. If you lose your ID card there is a \$5.00 replacement fee charged for lost, stolen or damaged ID cards that do not have the TriMet Pass logo. If you need to replace your card with the TriMet Pass attached the fee is \$50. Take care of your card; it is a valuable possession.

LOCKERS

Lockers, desks and other storage areas assigned to a particular student remain in the possession and control of the school when they are made available or assigned for student use. Students may use lockers for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted. Lockers provide security only when they are NOT SHARED and the combination is NOT GIVEN to anyone else. Valuables and large sums of money should not be kept in your locker at any time. Wilson High School is not responsible for lost or stolen items from lockers including P.E. lockers.

Students shall expect that lockers will be checked by the school from time to time without prior notice to assure that they are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school and shall only be released to the student's parents. Contraband will be destroyed or held for School Police and stolen items will be returned to the owner or the police.

Remember that food stored in lockers must be fresh and tightly packaged and that expensive items invite theft and are discouraged. From time to time, the principal may set aside a time period during which all students shall clean their assigned lockers.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*.
www.studentservices.pps.k12.or.us/.docs/pg/11707

LUNCH AND FOOD

Students are expected to clean up after themselves in the cafeteria or in the location where they are eating.

NURSE**Non-Prescription and Prescription Medication**

Oregon law requires that all medications administered at school, prescription as well as over-the-counter medications, be dispensed from an original prescription container and be accompanied by written consent from parent as well as written instructions from the physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. All medication must be administered by the school nurse or trained school personnel only.

The required forms are available in the Nurse's Office and only these forms are permitted. No medication will be administered until these completed forms are on file. These regulations are to protect everyone—the student, our staff and other students. Students should not bring medication to school with them. It

should be brought to the nurse by the parent. Failure to follow these guidelines may result in student discipline.

Injuries

Injuries or accidents that occur at school or at school functions are to be reported to the person in charge of the activity and to the school nurse. Accident forms may be completed in the Nurse's or Main Office.

OUTDOOR SCHOOL

If you are interested in attending Outdoor School as a counselor go to the Counseling Center located in the Main Office. Applications and information can be obtained there. Remember, students may attend Outdoor School only once per semester.

PEER COUNSELING

Wilson High School has a trained group of trustworthy peer counselors who are available to you for counseling. Please see the drop in schedule posted outside room #117. Students can also speak with their high school counselor in the Counseling Office to find out the schedule.

SEARCH AND SEIZURE

If school officials have reasonable suspicion to believe that an illegal/criminal act or a violation of school rules and regulations is being committed or is about to be committed, the school officials may search the person and the personal property including that property or facility provided by the school and seize any property deemed injurious or detrimental to the safety and welfare of the students and staff.

Student Searches

The search of a student's person or belongings will be limited to a time when there is reasonable suspicion to believe that the student is withholding evidence of an illegal act or violation of a school rule. Any search of a student's person will be conducted in the privacy of a school office except in an emergency where delay might endanger the welfare of the student or other persons. Appropriate protocols will be included in any student search.

Seizure of Property

Illegal items, stolen property or other possessions reasonably determined by school authorities to be a threat to the safety or security of students or others will be seized by school officials. Such items include, but are not limited to, guns, other dangerous weapons, illegal drugs and drug paraphernalia. Other items that may be used to substantially disrupt or materially interfere with the education process will be temporarily removed from the student's possession. Dangerous weapons, including guns, knives, metal knuckles or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency.

Use of Lockers

Lockers belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for the storage of illegal or dangerous items, items prohibited by this handbook or evidence of an illegal act or violation of a school rule.

- **General Inspections of Lockers:** A search of district property assigned to students, including but not limited to lockers, may occur from time to time. Students will be notified that a search of district property has occurred and will be notified of any evidence or prohibited item seized. This handbook serves as notification that the district expects student lockers to be used only for their intended use and that the district intends to conduct searches from time to time. Items belonging to the school and not appropriately in the student's possession will be seized and returned to appropriate school personnel. Illegal or dangerous items, or items prohibited by this handbook, will be seized and held for appropriate disposition.
- **Special Inspections of Individual Student Lockers:** Special inspection of individual lockers may be made when there is reasonable suspicion to believe that illegal or dangerous items that are evidence of a violation of the law or school rules are contained in them.

SITE COUNCIL


The primary purposes of the Site Council is to improve student achievement and provide an opportunity for staff, student and community participation in decision-making processes that impact the life and function of the school. Every part of the school community—parents, students, community members, classified employees, administrators and teachers have an opportunity to influence the effectiveness of their school.

Site Council meets regularly each month and identifies problems, defines goals, shapes directions and ensures implementation of steps to address school goals. Students, staff and parents are encouraged to participate on Site Council and/or attend Site Council meetings. Specific information can be accessed on the WHS website.

VISITORS

Wilson has a NO VISITORS policy, except at the request of a parent for a student who is considering enrolling at Wilson High School. In those cases, the parent will make a written request to Wilson High School, through the Main Office. The host student will obtain written permission from each of his/her teachers agreeing to allow the guest to attend classes. These visits must be pre-arranged. Parents and students requesting visitation must allow the school at least 48 hours to make arrangements

SCHOOL CALENDAR and DAILY ORGANIZER/PLANNER

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Sep ACT Reg Deadline actstudent.org	9
10 	11	12	13 Athletic Clearance 8:00-Noon	14 Athletic Clearance 8:00-Noon	15 Athletic Clearance 8:00-Noon	16
17	18 Fall Sports Begin	19 Junior Registration A-M 8:30-10:00 N-Z 10:00-11:30 Senior Registration A-M 12:30-2:00 N-Z 2:00-3:30	20 Sophomore Registration A-M 8:30-10:00 N-Z 10:00-11:30 Freshmen Registration A-M 12:30-2:00 N-Z 2:00-3:30 Freshmen Orientation 4:00 (students only)	21 Textbook Room Open 8:30-11:30 12:30-3:00	22	23 Project Community Care Day 9:00-Noon
24	25	26 Teacher PD/Planning Freshman Year 101 for Parents 6:00 Parents Athletic Meeting 7:00	27 Teacher PD/Planning Staff Pictures	28 Teacher PD/Planning	29 Schools & Offices Closed	30
31						


September

September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	1 LABOR DAY Schools & Offices Closed	2 SCHOOL STARTS ALL Grades Start at 8:15 Make-up Registration/ Pictures	3	4 Welcome Back Assembly Foundation Meeting 7:00	5 Drama Welcome Back Event 3:30 Football @ Silverton	6
14	8 Fall Play Auditions 3:30 	9 Fall Play Auditions 3:30 Site Council 3:30	10 Fall Play Auditions 3:30	11 Fall Play Auditions 3:30	12 Fall Play Auditions 3:30 Football @ Corvallis	13 ACT Testing
21	15	16	17 2 Hour Late Opening Booster Pizza Dinner Sale 6:00 Back-to-School Night 6:30	18 Improv Auditions 2:30	19 Last Day To Request: - P/NP - Schedule Change - Schedule Change W/O Penalty Grade Coffee & Conversation 8:15 Wilsinger/WAVE Retreat Football vs Franklin Oct ACT Reg Deadline actstudent.org	20 Wilsinger/ WAVE Retreat
28	22 Counselors Visit Sophomore US History Classes	23 Counselors Visit Senior English Classes	24 ROSH HASHANAH (Begins @ Sundown) Counselors Visit Senior English Classes	25 ROSH HASHANAH OneAct Scripts Due 2:30	26 ROSH HASHANAH Football vs Grant	27
35	29 Counselors Visit Freshmen PE/Seminar Classes PTA Meeting 7:00	30 Counselors Visit Junior English Classes				


October


October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Counselors Visit Junior English Classes	2 Blood Drive	3 YOM KIPPUR (Begins @ Sundown) Drama Ashland Trip Football @ Roosevelt	4 YOM KIPPUR EID-AL-ADHA (Begins @ Sundown) Drama Ashland Trip
5 EID-AL-ADHA Drama Ashland Trip	6 Spirit Week Drama Ashland Trip Boosters 7:00	7 Spirit Week College Recommendation Workshop @ Lunch in Room 220 Site Council 3:30 College Info Night 7:00	8 SUKKOT (Begins @ Sundown) Spirit Week College Recommendation Workshop @ Lunch in Room 220	9 SUKKOT Spirit Week Homecoming Assembly Fall OneActs Auditions 2:30 Football vs Benson Homecoming Tailgater 5:00 Homecoming Dance Following Game	10 SUKKOT NO SCHOOL Statewide In- service	11 SUKKOT SAT Testing
12 SUKKOT SAT Testing	13 SUKKOT	14 SUKKOT College Recommendation Workshop @ Lunch in Room 220	15 SUKKOT SHEMINI ATZERET (Begin @ Sundown) NO LATE OPENING Sophomore & Juniors PSAT Testing College Recommendation Workshop @ Lunch in Room 220 PowderPuff Football 7:00	16 SHEMINI ATZERET SIMHAT TORAH (Begin @ Sundown) Picture Retakes	17 SIMHAT TORAH Football @ Jefferson	18
19	20 PTA Parent Education 6:30- 8:00	21 Wilson Cluster Parent Meeting ELL 6:00 TAG 7:00	22	23 Senior Class Meeting During Tutor Time (Graduation Order Packets Distributed) All Choirs/ Orchestra Concert 7:00	24 Coffee & Conversation 8:15 Football @ Madison	25 ACT Testing Foundation House Parties
26	27 Performing & Visual Arts Fair @ Portland Art Museum 6-8:00	28	29 Conferences 5-8:00 PTA Hospitality Staff Dinner	30 NO SCHOOL Conferences 8:15-Noon 1:00-3:30 5:00-8:00 PTA Hospitality Staff Lunch	31 HALLOWEEN NO SCHOOL Football vs Lincoln	

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
<p>2 Daylight Savings Time Ends (Fall Back One Hour)</p> <p>National College Fair @ Convention Center 1:00-5:00</p>	<p>3 National College Fair @ Convention Center 9-Noon</p> <p>Boosters 7:00</p>	<p>4 ELECTION DAY</p> <p>Graduation Order Packets Due</p>	<p>5 Fall 8th Grade Family Night 6:30</p>	<p>6</p> 	<p>7 End Of Grading Period</p> <p>Freshmen Election Packets Available</p> <p>Opening Reception for Student Art Exhibit @ Hillsdale Art Supply</p> <p>Dec ACT Reg Deadline actstudent.org</p>	<p>8 SAT Testing</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p>
<p>9 SAT Testing</p> <p>Visual & Performing Arts Purse Benefit Event @ O'Connor's @ The Vault 10:00-3:00</p>	<p>10 NO SCHOOL Teacher Planning Day</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>PTA Sponsored Practice ACT 11:00</p> <p>PTA Hospitality Staff Luncheon</p> <p>Fall Play Dress Rehearsal</p>	<p>11 VETERANS DAY Schools & Offices Closed</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Site Council - TBD</p> <p>Fall Play Dress Rehearsal</p>	<p>12 Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play Dress Rehearsal</p>	<p>13 Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>	<p>14 Freshmen Election Packets Due</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>	<p>15 Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>
<p>16 Fall Play 2:00</p>	<p>17 Freshmen Officers Campaign</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Winter Sports Begin</p>	<p>18 Freshmen Officers Campaign</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p>	<p>19 Freshmen Officers Campaign</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>	<p>20 Freshmen Election Assembly</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>	<p>21 Freshmen Officers Elections</p> <p>Freshman HR Packets Available</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>	<p>22 Student Art Exhibit @ Hillsdale Art Supply</p> <p>Fall Play 7:00</p>
<p>23 Strike Set 10:00</p>	<p>24 Freshman HR Packets Due</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p>	<p>25 Freshman HR Interviews</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p>	<p>26 Freshman HR Interviews</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p>	<p>27 THANKSGIVING Schools & Offices Closed</p>	<p>28 NO SCHOOL Schools & Offices Closed</p> <p>Student Art Exhibit @ Hillsdale Art Supply</p> <p>Booster Tree/Performing Arts Wreath Sales @ A-Boy</p>	<p>29 Student Art Exhibit @ Hillsdale Art Supply</p> <p>Booster Tree/Performing Arts Wreath Sales @ A-Boy</p>
<p>30 ADVENT BEGINS</p>						


December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Winter Fundraising Winter Play Auditions 3:30 Choir Performs @ Grotto 7:00	2 Winter Fundraising Winter Play Auditions 3:30 Financial Aid Night 7:00	3 Winter Fundraising Booster Tree/Performing Arts Wreath Sales @ A-Boy Winter Play Auditions 3:30 Fall OneActs Tech 3:30 Band Concert 7:00	4 Winter Fundraising Winter Pep Assembly Booster Tree/Performing Arts Wreath Sales @ A-Boy Winter Play Auditions 3:30 Fall OneActs 7:00	5 Winter Fundraising Booster Tree/Performing Arts Wreath Sales @ A-Boy Winter Play Auditions 3:30 Fall OneActs 7:00	6  Winter Fundraising Booster Tree/Performing Arts Wreath Sales @ A-Boy SAT Testing
7 Booster Tree/Performing Arts Wreath Sales @ A-Boy SAT Testing	8 Winter Fundraising	9 Winter Fundraising Site Council 3:30	10 Winter Fundraising Booster Tree/Performing Arts Wreath Sales @ A-Boy	11 Winter Fundraising Booster Tree/Performing Arts Wreath Sales @ A-Boy All Choirs/Orchestra Concert 7:00	12 Winter Fundraising Booster Tree/Performing Arts Wreath Sales @ A-Boy	13 Booster Tree/Performing Arts Wreath Sales @ A-Boy ACT Testing
14 Booster Tree/Performing Arts Wreath Sales @ A-Boy	15 Booster Tree/Performing Arts Wreath Sales @ A-Boy	16 HANUKKAH (Begins @ Sundown) Booster Tree/Performing Arts Wreath Sales @ A-Boy	17 HANUKKAH 2 Hour Late Opening Booster Tree/Performing Arts Wreath Sales @ A-Boy	18 HANUKKAH Booster Tree/Performing Arts Wreath Sales @ A-Boy	19 HANUKKAH Booster Tree/Performing Arts Wreath Sales @ A-Boy	20 HANUKKAH Booster Tree/Performing Arts Wreath Sales @ A-Boy
21 HANUKKAH	22 HANUKKAH Winter Break	23 HANUKKAH Winter Break	24 HANUKKAH Schools & Offices Closed Winter Break	25 CHRISTMAS Schools & Offices Closed Winter Break Boys' Basketball Winter Trip	26 KWANZAA Schools & Offices Closed Winter Break Boys' Basketball Winter Trip	27 KWANZAA Boys' Basketball Winter Trip
28 KWANZAA Boys' Basketball Winter Trip	29 KWANZAA Winter Break Boys' Basketball Winter Trip	30 KWANZAA Winter Break Boys' Basketball Winter Trip	31 Boys' Basketball Winter Trip			

January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW YEARS DAY Schools & Offices Closed Winter Break	2 Winter Break	3
4	5  Classes Resume	6	7	8 College Panel 6:30	9 Feb ACT Reg Deadline actstudent.org	10 Winter Formal 7:00-10:00
11	12 Boosters 7:00	13 Site Council 3:30	14	15 MLK Assembly	16	17
18	19 MLK DAY Schools & Offices Closed	20	21 2 Hour Late Opening Trojan Factor Auditions 3:30	22 Trojan Factor Auditions 3:30	23 Coffee & Conversation 8:15	24 SAT Testing
25 SAT Testing	26	27	28 SEMESTER FINALS 5, 6, 7, 8	29 SEMESTER FINALS 1, 2, 3, 4 End Of Grading Period	30 NO SCHOOL Teacher Planning Day PTA Hospitality Staff Pancake Breakfast PTA Sponsored Practice SAT 11:00	31

February						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Schedule Change Periods 5-8	3 	4	5	6	7 ACT Testing Regional Acting – All Day
8	9 PTA Meeting 7:00 Winter Play Dress Rehearsal	10 Site Council 3:30 Winter Play Dress Rehearsal	11 Winter Play Dress Rehearsal Winter 8th Grade Family Night 6:30	12 Winter Play Dress Rehearsal	13 Winter Play 7:00	14 VALENTINE'S DAY Winter Play 7:00
15 Winter Play 2:00	16 PRESIDENTS' DAY Schools & Offices Closed	17	18 ASH WEDNESDAY 2 Hour Late Opening	19 Spring OneAct Scripts Due 3:30 Winter Play 7:00	20 Last Day To Request: -P/NP -Schedule Change -Change W/O Penalty Grade Winter Play 7:00	21 Winter Play 7:00
22 Strike Set 10:00	23	24	25 Trojan Factor Dress Rehearsal at 3:30	26 Trojan Factor Assembly Spring One Act Auditions 2:30	27 Coffee & Conversation 8:15	28

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Spring Fundraising Graduation Speaker Audition Sign-up Spring Play Auditions 3:30 Spring Sports Begin Boosters 7:00	3 Spring Fundraising Graduation Speaker Audition Sign-up Mid-term Progress Reports Due Spring Play Auditions 3:30	4 Spring Fundraising Graduation Speaker Audition Sign-up Spring Play Auditions 3:30	5 Spring Fundraising  Graduation Speaker Audition Sign-up Rose Festival Assembly Spring Play Auditions 3:30	6 Spring Fundraising Last Day To Sign-up For Graduation Speaker Auditions Spring Play Auditions 3:30 Mr Trojan 7:00	7
8 Daylight Savings Time Begins (Spring Forward One Hour) Wilsingers Perform at Schnitzer Auditorium 7:30	9 PTA Parent Education 6:30-8:00	10 Site Council 3:30 Winter Sports Awards 7:00	11 Band Concert 7:00	12	13 Rose Festival Princess Announcement 3:30 April ACT Reg Deadline actstudent.org	14 SAT Testing
15 SAT Testing	16 Spring Spirit Week	17 Spring Spirit Week Career Expo	18 Spring Spirit Week 2 Hour Late Opening	19 Spring Spirit Week Spring Pep, 8 th Grade Visit & Hall Of Fame Induction Assembly	20 Spring Spirit Week Improv Marathon All Day Varsity Baseball @ Tigard Tournament	21 Varsity Baseball @ Tigard Tournament
22 Varsity Baseball @ Tigard Tournament	23 Spring Break Varsity Baseball @ Tigard Tournament	24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break	28
29 PALM SUNDAY	30	31				

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 HOLY THURSDAY ASB Packets Available Senior Class Meeting During Tutor Time (Pick-up Graduation Orders) All Choirs/Orchestra Concert 7:00	3 GOOD FRIDAY PASSOVER (Begins @ Sundown) State Thespians 7:00	4  PASSOVER 60 Day Rule Begins For Seniors State Thespians All Day
5 EASTER PASSOVER	6 PASSOVER	7 PASSOVER Site Council 3:30	8 PASSOVER PTA Parent Education 6:30-8:00 Model UN Conference Departure 4:30	9 PASSOVER ASB Packets Due End Of Grading Period Graduation Speaker Audition During Tutor Time PIL district Choir Festival @ Grant Model UN Conference	10 PASSOVER NO SCHOOL Teacher Planning Day Model UN Conference	11 PASSOVER Model UN Conference Returns 3:00
12	13 ASB Campaigning	14 ASB Campaigning	15 2 Hour Late Opening ASB Campaigning Foundation Meeting 7:00	16 ASB Election Assembly	17 ASB Elections Class Officer Packets Available	18 Auction @ MJCC ACT Testing
19	20	21	22 EARTH DAY Earth Day Activities During Lunch	23 Class Officer Packets Due	24 Coffee & Conversation 8:15	25 Prom 7:00 – 10:00
26	27 Class Officer Campaigning	28 Class Officer Campaigning Grad Name Reader Sign Up Junior ACT Testing	29 Class Officer Campaigning Grad Name Reader Sign Up	30 Class Election Assembly Grad Name Reader Sign Up		

May

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 College Decision Reception in Foyer at Lunch Class Officer Elections Last Day For Seniors To Complete Off Campus Coursework Leadership HR Packets Available	2 SAT Testing OSAA State Vocal & Instrumental Solo Competition Spring Campus Clean-up
3 SAT Testing	4 AP Testing Spring Play Dress Rehearsal Boosters 7:00	5 NATIONAL TEACHER DAY AP Testing Leadership HR Packets Due Spring Play Dress Rehearsal	6 NATIONAL SCHOOL NURSE DAY AP Testing Spring Play Dress Rehearsal	7 AP Testing Leadership HR Interviews Grad Name Reader Audition During Tutor Time Spring Play 7:00	8 AP Testing Leadership HR Interviews June ACT Reg Deadline actstudent.org Spring Play 7:00	9 OSAA State 6A Choir Competition Spring Play 2:00 & 7:00
10 MOTHERS' DAY Spring Play 2:00 WAVE Performs at Schnitzer Auditorium 7:00	11 AP Testing PTA Meeting 7:00	12 AP Testing Mid-term Progress Reports Due Site Council 3:30	13 AP Testing Spring Play 7:00	14 AP Testing OSAA State Orchestra Competition Spring Play 7:00	15 AP Testing Last Day For Seniors To Submit Off Campus Course Work Spring Play 7:00	16 Spring Play 2:00 & 7:00
17 Strike Set 10:00	18	19 Trojanantics 7:00	20 2 Hour Late Opening Trojanantics 7:00	21 Comedy Night 7:00	22 May Madness Basketball During Lunch PowderTuff Volleyball 6:30	23 SHAVUOT (Begins @ Sundown)
24 SHAVUOT	25 SHAVUOT MEMORIAL DAY Schools & Offices Closed	26 Spring OneActs Tech 3:30	27 Band Concert 7:00	28 Senior Locker Clean-out Spring OneActs 7:00	29 <u>SENIOR FINALS</u> <u>Periods 5, 6 7, 8</u> Senior Locker Clean-out Seniors -Senior Check-out (Fees & Fines Must Be Cleared To Receive Tickets & Diploma) Coffee & Conversation 8:15 Spring OneActs 7:00	30
31						

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Seniors -Senior Check-out (Fees & Fines Must Be Cleared To Receive Tickets & Diploma Graduation Ticket Pick-up Noon-3:30	 2 SENIOR FINALS Periods 1, 2, 3, 4 Seniors - Last Day -Senior Check- out (Fees & Fines Must Be Cleared To Receive Tickets & Diploma) Graduation Ticket Pick-up Noon-3:30 Senior Class Meeting 3:20 Spring Sports Awards 7:00	3	4 SPECIAL ASSEMBLY SCHEDULE Senior Awards Assembly Senior BBQ on the Track Foundation Meeting 7:00	5 Troscars Theatre Awards 7:00	6 SAT Testing
7 SAT Testing	8	9 Site Council 3:30	10 SEMESTER FINALS 5, 6, 7, 8 Graduation Rehearsal @ Coliseum Noon Graduation @ Coliseum 5:30 PM	11 Last Day Of School SEMESTER FINALS 1 2, 3, 4 End of the Grading Period	12 Teacher Planning Day (Snow Make-up Day)	13 ACT Testing
14	15 Teacher Planning Day (Snow Make-up Day)	16 (Snow Make-up Day)	17	18 RAMADAN BEGINS	19 Last day for 202	20
21 FATHERS' DAY	22	23	24 Last day for 210	25	26	27
28	29	30 Last day for 215, 225, 230, 260				

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