

Wilson High School 2017-2018 STUDENT/PARENT PLANNER 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: 503-916-5119
<https://www.pps.net/wilson>

Brian Chatard, Principal
Maude Lamont, Vice Principal
TBD, Vice Principal
Erica Meyers, Business Manager
Michael Nolan, Athletic Director
Morgan McFadden, Activities Director
Jeremy Shetler, Dean of Students

MAIN OFFICE AND STAFF DIRECTORY

Please visit our school website <https://www.pps.net/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
Principal's Secretary	Jan Slenning	
Vice Principal	Maude Lamont	
Vice Principal's Secretary	Abby Menashe	
Vice Principal	TBD	
Vice Principal's Secretary	Megan Meisner	
Business Manager	Erica Meyers	
Dean of Students	Jeremy Shetler	
Activities Director	Morgan McFadden	
Athletic Director	Michael Nolan	
Counselors	Sheila Kendall	
	Keith Brown	
	Julie Fleming	
	Danny Bradach	
	Counselor TBD	
Counseling Secretary	Sharon Dailey	
Attendance Office	Sara Mattheisen	
Accounting Office	Ana Curtis	
Campus Monitor	Juan Medina	
Campus Monitor	Garret Norman	
Career Coordinator	Kate Morgan	
College Coordinator	Kelly Milford	
Peer to Peer Coordinator	Kathryn Wolff	
Library Assistant	Chris Urban	
Media Specialist	Cassie Lanzas	
Nurse	Kym Guadalupe	
School Police	Ofc. Grant Shirahama	

BELL SCHEDULE

School days alternate between A days (periods 1-4) and B days (periods 5-8). Tutor Time will be held twice a week on Thursday and on either Wednesday or Friday, at 9:39am. Some weeks one Tutor Time period may be replaced by an assembly. High schools in PPS do not follow the PPS late arrival schedule, but instead have early release for professional development on four days through the school year: October 11, December 5th, February 21st, and May 23rd. Consult the calendar on the front page of the WHS website for A and B day designations.

Tutor Time provides students an opportunity to get additional help from their teachers, make up exams, or collaborate in peer study groups outside of regular class time. All students are required to remain on campus and utilize Tutor Time to see teachers or work independently on school assignments.

A/B			
Period	Start	End	Minutes
1/5	8:15 AM	9:46 AM	91
2/6	9:53 AM	11:24 AM	91
Lunch	11:24 AM	11:59 PM	35
3/7	12:06 PM	1:37 PM	91
4/8	1:44 PM	3:15 PM	91

Tutor Time/Assembly			
Period	Start	End	Minutes
1/5	8:15 AM	9:32 AM	77
Tutor Time/Assembly	9:39 AM	10:31 AM	52
2/6	10:38 AM	11:55 AM	77
Lunch	11:55 PM	12:27 PM	32
3/7	12:34 AM	1:51 PM	77
4/8	1:58 PM	3:15 PM	77

Early Release Professional Development			
Period	Start	End	Minutes
1/5	8:15 AM	9:17 AM	62
2/6	9:24 AM	10:26 AM	62
3/7	10:33 AM	11:35 AM	62
Lunch	11:35 AM	12:06 PM	31
4/8	12:13 PM	1:15 PM	62
District PD	1:15 PM	3:15 PM	120

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WILSON HIGH SCHOOL MOTTO and VISION

MOTTO

“Diligence, Excellence, Integrity”

OUR MISSION:

Our mission is to educate young people in every capacity – *mind, body and spirit*.

We prepare students to succeed in their various roles in society: as workers who are responsible, innovative and ready to compete at a world-class level; as citizens who are both loyal to our community's democratic ideals and committed to the on-going work of forming a more perfect union in our heterogeneous society; and as adults who, in their private lives, balance the virtues of individualism, such as self-reliance, honesty, and personal initiative, with the cooperative ideals of justice, tolerance and compassion. In short, our goal is to foster in our students the core intellectual capacities and habits of the heart that will allow them to lead deeply engaged, productive and meaningful lives.

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://international.collegeboard.org/programs/apid>

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 and 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	
Electives	TOTAL 7	6 electives and 1 of those must be CTE, Arts, or additional World Languages

COLLEGE AND CAREER CENTER

College and Career Center is open during the school day and year. It is located in room #149. 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>	503-916-5280	
Sheila Kendall	x75210	A-C
Keith Brown	x75207	D-H
Julie Fleming	x75208	I-M
Danny Bradach	x75213	N-Sn
TBD	x75209	So-Z

Social Worker

Maureen Brennan	x75211
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Crisis Support

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

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.

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 the Wilson website) 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 on the website. 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

Football
Boys'/Girls' Soccer
Boys'/Girls' Cross Country
Girls' Volleyball
Cheer

Winter

Boys'/Girls' Basketball
Boys'/Girls' Swimming
Wrestling Team
Cheer

Spring

Boys' Baseball
Girls' Softball
Boys'/Girls' Tennis
Boys'/Girls' Track

CLEARANCE – MEDICAL/INSURANCE

In order to participate in any sport at Wilson, students must go through a clearance process. Please go to this link for more information on clearance, physicals, insurance, etc.:

<https://www.familyid.com/organizations/wilson-hs>

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 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:

Asian Pacific Islander Student Union	Feminists’ Union	Knitting Club	Share Club
Battle of the Books	Flavortown	Latin@ Club	Spanish Culture
Bike Club	Food Everyone	Med Club	Speech and Debate
Bird Watching Club	Deserves	Mock Trial	Star Wars LARP
Black Student Union	French Culture	Model UN	(Live Action
Breakfast Club	Fresh Prince of Bel-Air	Mural Club	Role Play) Club
Ceramics Club	Game Production	Muslim Student Union	Students for Environmental Action
Chess	Gaming X Anime	Photography	Student Hiking Club
DECA	Gender Sexuality Alliance (GSA)	Red Cross Club	That’s So Raven
Deutsch Klub	Glee Club	Robotics	Ultimate
Dungeons & Dragons	Hype Squad	Science	Frisbee
Electronic Music Club	Israel Club	Olympiad	Unified Friends
eSports	Jewish Student Union	Sexual & Gender Spectrum Alliance	Yoga Club
Fellowship of Christian Athletes	Key Club	Student Secular Alliance	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>

Winter

Skiing
Snowboarding

Spring

Boys’/Girls’ Lacrosse
Dragon Boat Team

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 Officers 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

(NOTE: Freshman Class Officers are elected in November after the Freshman Election Assembly scheduled for the fall.)

<u>ASB Officers</u>	<u>Senior Class</u>	<u>Junior Class</u>	<u>Sophomore Class</u>
Zoe Bennett	Jackson Braem	Mia Bowles	Virginia Boutwell
Ryan Bernstein	Molly Cohen	Soloman Burr-	Alivia Clay
Belle Brookes	Harry Hayes	Harris	Lauren Davis
Tali Emlen	Emily Kline	Rebecca Shore	Lucy Kelly
Andrew Harker	Diego Millan	Amy Sloan	Ari Lohr
Anna Kien	Tommy Piwonka	Sarah White	Indigo Paris
Juliea Taylor, President	Liam Studer		Genevieve Wages Chloe Unflat

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. Parent(s)/Guardian(s) excuse an absence within two days by providing a note, call, or email 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
1st Tardy: Teacher will speak with student about classroom expectations	Any unexcused absence: automated call home.
2nd Tardy: Teacher will speak with student about classroom expectations	Attending school less than 90% of the time: After School Study Hall, Lunch Study Hall, and/or Saturday School.
3rd Tardy: Teacher will call parents.	Attending school less than 80% of the time: Vice Principal meets with the student, parent(s), counselor, social worker, and case manager (when applicable) to develop individual attendance plan and written contract.
4th Tardy= Teacher will refer student to the Dean with an on-line discipline referral for truancy. After School Study Hall or Saturday School assigned.	
	10+ consistent days of non-attendance: Letter mailed home notifying of withdrawal from school and referral to Reconnections Services.

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 and you have a legitimate reason for being late, a signed note from your parent/guardian is necessary in order to indicate it is "excused." Please stop by the Attendance Office to indicate an "excused" tardy. If you do not have a signed note from your parent/guardian, your tardy will be "unexcused."

- 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 COMMUNICATION

Automated 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.

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 #139.

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)

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 this behavior will face immediate consequences that may include expulsion.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*.

BUS TRANSPORTATION

Students who ride a PPS bus for school-related athletics or activities 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.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices must be **OFF and AWAY** in classrooms, hallways, and offices during class time.

Disruption of the learning environment with electronic devices is inappropriate. 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, or 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.

CLOSED CAMPUS

Wilson High School has a closed campus during class time for all students. During lunch only, students can access business in and around Hillsdale and follow school rules at all times.

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 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 school computers, 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)

FALSE FIRE ALARM PULLING

Any student who falsely pulls a fire alarm is reported to the police and can be suspended or potentially expelled from school.

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. 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 empathy 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, should immediately notify a staff member, administrator, campus monitor or Dean. All complaints will be promptly and thoroughly investigated. Appropriate disciplinary measures may be taken upon 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.

Posting nude photos of a minor is a crime in Oregon. If it comes to the attention of WHS staff, the situation becomes a police matter.

Other examples of cyberbullying may include, but are not limited to:

- Posting threatening or demeaning remarks about another student on social media sites such as Facebook, Instagram, Snapchat, 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 the students.

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.

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.

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.

<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”		

For definitions of specific violations and levels, please refer to the complete version of the handbook on the Wilson webpage.

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 in the Main Office. Teachers also have copies of the daily bulletin. 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 \$55.00 and are valid for one year.

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 or subject to a tire boot on the driver’s wheel.

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

DANCES

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

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.
- All School Rules and Policies are in effect for the duration of all school-sponsored activities.
- Students and guests must be dressed appropriately for school activities, including dances.
- Students and guests are expected to refrain from inappropriate dancing. 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 a chaperone will be asked to leave the dance and may lose any future privileges to attend dances.
- When attending school functions, students who leave the function may not re-enter. All school dances begin at 7:00pm and conclude at 10:00pm.
- All students wishing to bring a guest who is not a Wilson student to a dance will be required to have a valid guest agreement. These forms will be available in the Main Office and Office #139 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.
- 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.

Parents are always welcome to attend school dances as chaperones.

DRILLS

Students need to be aware that there will be fire, lock down, and earthquake drills throughout the school year. Students are expected to comply with the drills and follow the instructions of adults. 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). To opt in to SMS text messages for closure information, text YES to 68453.

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:

<https://apps.pps.net/Transportation/busschedule/snow>

FEES AND CONTRIBUTIONS

Certain classes require students to contribute a materials fee. Classes that require a materials fee will be listed on your registration materials that you receive in the summer or during registration.

Fees are collected separately for PIL Athletics, AP tests, school dances, ASB cards, parking, book fines, and lost student ID cards, etc. All fees and fines are collected by the bookkeeper.

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

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, and demonstration of essential skills) 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 attire.
- Senior students and members of the audience are asked to be respectful of those who are speaking and performing during the

ceremony. 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.
- The following school-based organizations qualify for honor cords/sashes/medals:
 - Associated Student Body Officers
 - National Honor Society
 - Wilson Scholars Diploma
 - Valedictorians
 - Thespians
 - Peer Counseling
 - American Red Cross
 - PCC Dual Credit

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 or call 503-916-5280 x75378 to receive an update regarding fees that are owed.

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 logo, 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*.

LUNCH AND FOOD

Students are expected to clean up after themselves in the cafeteria or in the location where they are eating. The cafeteria does not provide change. Bring the exact change otherwise the remainder will be placed on your student lunch account.

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.

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 whose child is considering enrolling at Wilson High School. In those cases, the parent can contact Erica Meyers at emeyers@pps.net to request an exception. If an exception is approved, 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 one week advance notice. All visitors must check in at the Main Office and receive a visitors badge or pass.

