

ARTS,
COMMUNICATION,
& TECHNOLOGY

[ACT]

**PARENT/STUDENT
HANDBOOK**

2009-

**ARTS, COMMUNICATION,
& TECHNOLOGY**

6941 North Central Street
Portland, OR 97203
503-916-5261

*"Art is the Queen of all sciences communicating knowledge to
all the generations of the world."*

~ Leonardo da Vinci

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WHO TO SEE FOR WHAT

Absences	ACT office secretary 503-916-5261
Address change	ACT office secretary 503-916-5261
Boosters	Marty Jackson. parent 503-784-5182
	John Teuscher, parent 503-260-4271
Conflicts with teachers	ACT school Principal
Counselor appointment	ACT office secretary or ACT Counselor
Credit retrieval	ACT Counselor
Credit (other sources)	ACT Counselor
Drug and Alcohol assistance	ACT Counselor
Financial Aid for College	ASPIRE Coordinator
Free and reduced meal program	ACT office secretary
Health Services	Roosevelt School Nurse
Locker information	Campus Monitor
Lost and Found	Roosevelt Bookkeeper – Brenda Bush
Medications in school	Roosevelt School Nurse
Parent Information and Involvement	ACT office secretary
Principal appointments	ACT office secretary
Scholarship information	ACT Counselor
Sickness during school	Teacher or School Nurse
Special Education	ACT Counselor
Sports participation and Athletic events	Roosevelt Athletic Director
Tardiness	ACT office secretary
Textbook checkout or return	Library staff
Theatre Productions	Theatre Director, Jo Lane
Transcript request	ACT office secretary
Visitors/Guests	ACT office secretary

STUDENT IMMUNIZATIONS

Oregon’s law requires the following immunizations for school attendance. Your health care provider must document that your child’s immunizations are up-to-date. Exceptions: signed medical/religious exemption.

TECHNOLOGY AND THE INTERNET

ACT has vast technological resources and it is our mission to educate all students to be technologically literate. Students will have access to computers where they can create both paper and digital projects and assignments. The school has networked computers and this allows every student to have access to electronic mail and the World Wide Web. The district has a Computer User Agreement that each student must sign. When students sign a Computer User Agreement, it remains in effect throughout the student’s years of enrollment in the Portland Public School District. A parent may revoke the student’s right to use the network at any time by notifying the school. Students are subject to strict regulations when using computers and risk losing full computer or Internet access if violated.

TOBACCO PRODUCTS

ACT High school, like all Portland Public Schools, is a tobacco-free campus. Thus, all students are instructed not to use or possess any tobacco products on or adjacent to the school property. Students who violate this policy will be subject to disciplinary action, including but limited to suspension. Student may be directed to smoking cessation sessions.

VISITORS AND GUESTS

Parents and other adults are always welcome in the building. To visit with a teacher a parent or guest must arrange the visit 24 hours in advance. They must inform the main office upon arrival. All visitors are required to wear visitor identification tags. As a matter of building security, teachers are asked not to allow visitors into the classroom unless they have first made their visit known to the administration, and are wearing visitor identification. We do not allow young adults or students from other schools to be on campus. Experience with safety and security problems has persuaded us to severely restrict these visitors.

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Every artist dips his brush in his own soul, and paints his own nature into his pictures.

~Henry Ward Beecher

Welcome to ACT
 Arts, Communication, & Technology High School
 ACT @ Roosevelt HS Campus
 6941 N Central
 Portland, OR 97203
 ACT Phone: 503-916-5261
 Main Campus Phone: 503-916-5260

ACT MISSION STATEMENT

The Arts, Communication, and Technology School is a community that promotes:

- rigorous academic standards
- experiential learning through academics, arts, communication, and technology
- higher-level thinking skills
- a diversity of student voices as artists, writers, creators, and performers
- preparation for post-secondary options
- vehicles for community connections
- strong character and engaged citizenship

ACT VISION STATEMENT

A.C.T. is an environment of academic rigor demonstrating higher-level thinking through creative expression.

STUDIOLAB DAY STATEMENT

StudioLab Day classes are an opportunity to put theory into practice through interdisciplinary and experiential learning with a culminating project.

STANDARDS OF STUDENT CONDUCT

Standards of Student Conduct are distributed separately. These are district policies that govern student behavior while attending Portland Public Schools. ACT upholds all Portland Public School rules and regulations.

STUDENT ACTIVITY FEES

School activity fees are \$60 per student; if your child qualifies for free or reduced lunch, then the fee is only \$40. This fee covers a student body ID card, all student activities and all class/lab fees.

STUDENT ATHLETIC FEES

School athletic fees are \$175 per student; if your child qualifies for free or reduced lunch, then the fee is only \$35. This fee covers all sports/uniform rentals.

STUDENT CONDUCT AT SCHOOL ACTIVITIES

Remember that while at school sponsored activities, whether ACT High School or at another school or place, you are an ambassador of ACT High School. Represent our school well. The same rules, which apply during the regular school day, apply at all school-sponsored activities. Students visiting other Portland schools are subject to the authority of the staff of the host school. All staff members are expected to solve minor problems promptly on the spot and to report immediately to the supervising administrator or administrative

designee any problems of a serious nature. Students are held accountable for maintaining acceptable standards of conduct and good sportsmanship by the OSAA, which has the authority and power to discipline member schools whose students and fans violate existing rules of good conduct and good sportsmanship. Demonstrate your Rider PRIDE!

STUDENTS WITH DISABILITIES UNDER SECTION 504

Some children have a disability that affects a major life activity, but does not fit into one of the categories of disability under the Individuals with Disabilities Education Act (IDEA). These students are protected by federal law, Section 504 of the Rehabilitation Act of 1973. Safeguards are established to ensure student participation in general education curriculum. Please see your

STAFF LIST / CONTACT INFORMATION

6941 N Central St
Portland, OR 97203
(503)916-5261

ADMINISTRATIVE STAFF

Principal, Devon Baker, dbaker@pps.k12.or.us
Counselor, Stacey Freeman, sfreema2@pps.k12.or.us

CLASSIFIED STAFF

Cecilia Hornbuckle, Secretary, chornbuc@pps.k12.or.us

ACT TEACHING STAFF

Educational Support

Mike Bauer, mbauer@pps.k12.or.us
Jason Margolis, jmargoli@pps.k12.or.us
Elaine Nussbaum, enussbau@pps.k12.or.us

English Language Learners

Larissa Wisdom, lwisdom@pps.k12.or.us

English

Matt Boyer, mboyer@pps.k12.or.us
Evan Hansen, ehansen@pps.k12.or.us

Foreign Language

Melissa Marsland, mmarslan@pps.k12.or.us

Mathematics

Kathy Favali, kfavali@pps.k12.or.us
Aaron Byer, abyer@pps.k12.or.us

Physical Education

Camden McFarland, Athletic Director, cmcfarla@pps.k12.or.us
Leslie Seligman, eligmn@pps.k12.or.us
Patrick Kanealey, pkaneale@pps.k12.or.us

Sciences

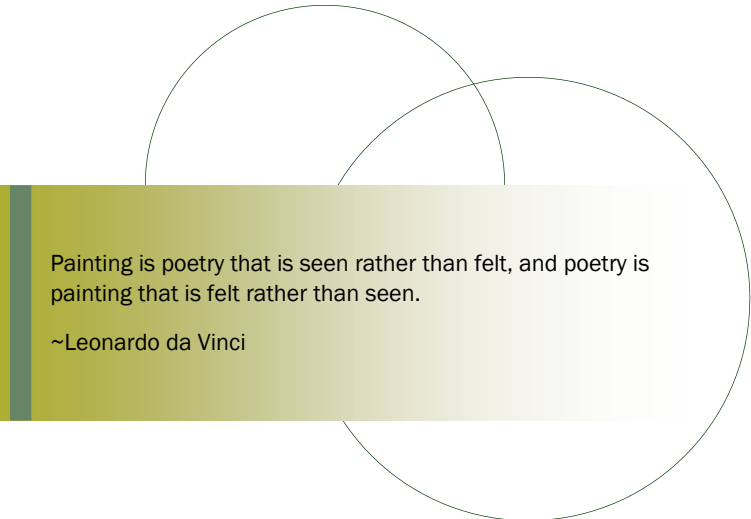
Vanessa Crock, vcrock@pps.k12.or.us
Brian Fain, bfain@pps.k12.or.us

Social Studies

George Bishop, gbishop@pps.k12.or.us
Patrick Kanealey, pkaneale@pps.k12.or.us

Visual and Performing Arts

Jo Lane (Theatre Arts), jolane@pps.k12.or.us
Jason Margolis (Music & Entertainment), jmargoli@pps.k12.or.us
Renee Straube (Visual Art), rstraube@pps.k12.or.us



IMPORTANT REMINDERS

- Notify the ACT office immediately of any telephone (including work numbers and emergency contact numbers) or address change. Our ability to contact parents in case of an emergency depends on the accuracy of this information on file at the school.
- ACT will not tolerate weapons and replicas of weapons in a student's possession on campus or at any school sponsored activity. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, lasers, straight razors, explosives, noxious irritating or poisonous gases, poisons, or other items fashioned with the intent to harm, threaten, or harass students, staff members, parents, or patrons.
- Students are advised that no tobacco products of any kind are allowed at any time on Portland Public Schools property. Imitation tobacco products are also excluded (e.g. clove cigarettes and tobacco-less chew.)

APPROPRIATE DRESS

Students at ACT High School are expected to dress appropriately at all times. Parents are basically responsible for the kind of attire worn to school by their sons and daughters. Shoes, shirts and other appropriate dress are required to be worn at all times. Clothes worn for PE classes are not appropriate for other classes. Hats and caps are not allowed on the Roosevelt campus and student and therefore expected to remove them. See Standards of Student Conduct for more detail.

Dress and grooming are primary responsibilities of student and their parents. However, student may be directed to change their dress or grooming if it interferences with the learning process or school climate, is unclean or threatens the health or safety of the student or others. Examples of this include spiked or studded necklaces, sagging pants, gang graffiti or gang identified colors. Headgear is not to be worn inside any Roosevelt High School building, at any time. Displays including jewelry or wording on clothing which are sexually suggestive, drug, alcohol, or tobacco related, vulgar, insulting, or which ridicule a particular person or group, are prohibited. Appropriate dress contributes to a positive learning environment.

ASSEMBLIES

Assemblies are an important part of the total educational program. Different types of assemblies require different behavior. Students will sit by Academy during assemblies.

The artist's world is limitless. It can be found anywhere, far from where he lives or a few feet away. It is always on his doorstep.

~Paul Strand

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SPECIAL EDUCATION

Services for students are provided in accordance with the Individuals with Disabilities Education Act (IDEA), the federal law concerning the education of students with disabilities. It requires schools to provide special education and related services to your child with informed consent. Educational services are provided to enable the child to participate in general education curriculum and to progress toward meeting the goals of the IEP (Individualized Education Program). Please see your ACT small school Counselor if you have any questions.

In compliance with the Oregon TAG Mandate for gifted education, Portland's program focuses on meeting the student's instructional level and rate of learning every day in the classroom across the curriculum. Classroom teachers assess a student's level and rate in all subject areas and modify the instruction to provide appropriate content challenge and instructional pacing.

An artist must be careful not to throw his ideas out with the trash.

~Dena Groquet

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SCHOOL BUILDING HOURS

Regular school building hours are from 7:30 A.M. to 3:30 P.M. Parents are advised that the school assumes responsibility for only those students under staff supervision beyond these hours. During the school day students are expected to remain on the school grounds at all times. Due to the escalating number of off-campus incidents, we no longer have an open campus during lunch periods. Student with early dismissal or late arrival are not to be on campus without staff supervision.

SEARCHES (PROHIBITED ITEMS)

Administrative searches can occur if a principal or principal's designee has a reasonable suspicion to believe that a student has in his/her possession or locker any prohibited items, as in accordance with PPS Search and Seizure policies. To protect the health and safety of persons and property in the school, students and not allowed to keep any of the following items on their persons or in their lockers:

- Firearms
- Knives or (any) other weapons, or weapon facsimiles
- Explosives
- Poisons
- Drugs (expect prescribed medicines and common, over-the-counter remedies)
- Stolen property
- Materials or devices, which endanger the physical safety of persons or property in the school

SEXUAL HARASSMENT

Sexual Harassment is defined as: Any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is directed toward an individual because of that individual's gender...and such conduct is of such frequency and/or severity that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.

Any incident of sexual harassment is taken very seriously and students/parents are to immediately report it to a staff member, administrator, or counselor. The administration, in a confidential manner, will then initiate an investigation with appropriate follow-up. We are committed to maintaining a learning environment that is free of sexual harassment.

ATTENDANCE AT ACT

Teachers Must

- Stand at door to welcome students
- Have a tardy sign in sheet at inside of front door
- Put attendance into ESIS in the first fifteen minutes of class while students are working on a warm up

Students Must

- Be on time to class
- Be prepared for class
- Have a note if late to class
- Advocate for their education

Parents/ Guardian Must

- Call the ACT office to excuse their student if they are late or absent
- Be familiar with the ACT Attendance Policy

Tardy is when a student arrives after the teacher has started class.

Excused Absence is when a parent/guardian calls into the office to excuse their student.

- It is the students responsibility to check in with their teachers if they miss class and know each teacher's homework policy.
- Parents can request homework to be picked up if their student is excused.

Unexcused Absence is when a student is 15 minutes late to class or is absent without a note.

Per Semester: Letters will be sent home by percentages; Absent if below 60%

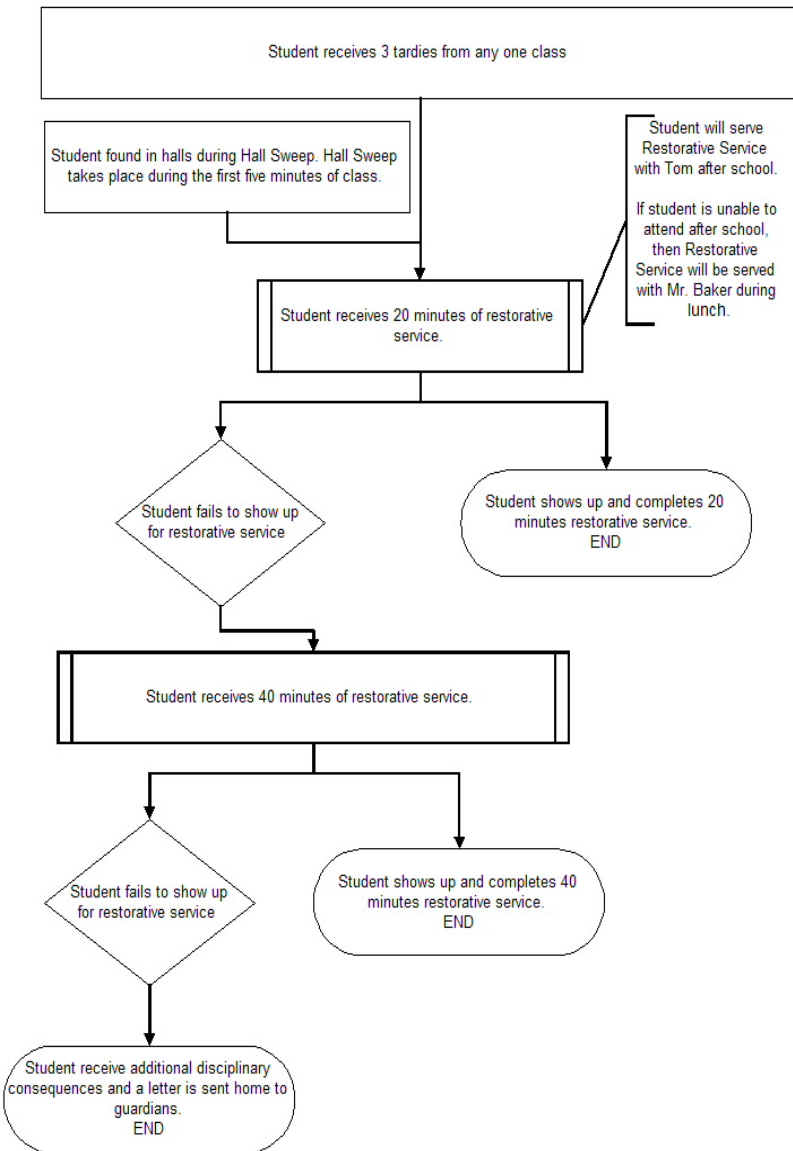
5 Absences= make up referral Wednesday morning prior to a letter home

10 Absences= Letter home informing parent/guardian of Wednesday Session and Contract/Staffing with parent or guardian by phone or in person

15 Absences = student must petition to receive credit to administration and teachers.

10-day Drop Absences of 10 days or more is considered excessive. Oregon law requires that a student who has been absent 10 consecutive days, regardless of the reason, will be automatically withdrawn from school.

TARDY FLOW CHART



- as a weapon or a threat to another. Facsimile weapons are strictly prohibited.
8. Fighting, physical abuse, assault, or intimidation will not be tolerated at any time, for any reason whatsoever. Suspension from school is automatic for all students involved in violation of this rule.
 9. Unprovoked assault will result in immediate expulsion proceedings against the student who commits the assault. As young adults and responsible citizens, students at ACT High School must seek non-physical solutions to problems.

SKATEBOARDS/SCOOTERS/ETC.

Skateboards/scooters are seen as a form of transportation for some students. Student must carry their skateboards onto and off of the school property. Skateboards must be locked in student lockers during the school day. Riding skateboards on school property is prohibited. Due to the inherent dangers both to participant and non-participant, combined with the potential liability, the use of skateboards, roller blades, and scooters, or similar devices on District grounds is not allowed. Such devices will be confiscated by school authorities and placed in the principal's office for retrieval when found in use on school grounds.

ACT High School supports "ZERO" tolerance to violence.

Artistic growth is, more than it is anything else, a refining of the sense of truthfulness. The stupid believe that to be truthful is easy; only the artist, the great artist, knows how difficult it is.

~Willa Cather, *The Song of the Lark*, 1915

SAFETY

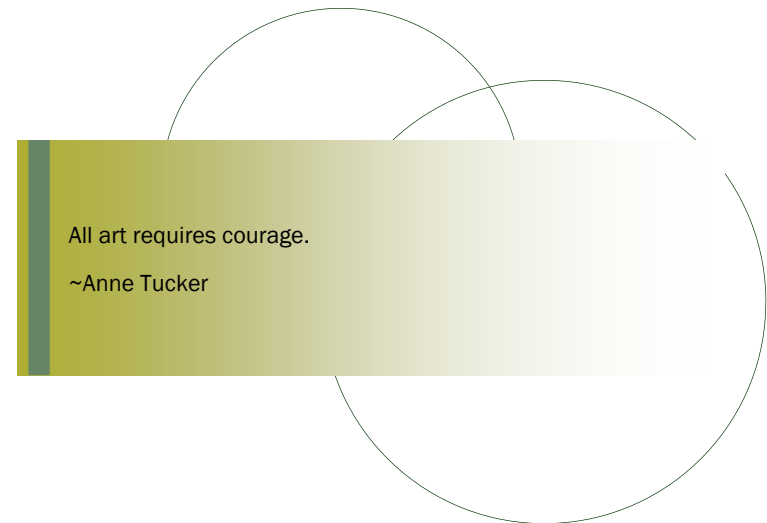
The entire staff is committed to a continuous program of safety designed to protect all persons within the building. Students are asked to comply with the following:

1. Report to the small school or to any staff member all hazards that come to their attention such as broken glass, water or food on the floors, torn linoleum, projecting splinters or nails, loose, broken, or defective equipment, and illuminating gas leaks.
2. Respond to every fire alarm as a fire drill and leave the building in accordance with the procedures established by the Fire Marshall.
3. When ill or injured, seek assistance from the supervising staff member or go to one of the Roosevelt Campus offices where an administrator will be asked to assist you. Injured students will be given an accident report form to be completed and returned to the ACT small school office as soon as possible.
4. The following activities are prohibited on the Roosevelt Campus:
 - Throwing of snowballs and water balloons
 - Running in the halls or stairways
 - Sliding down banisters
 - Congregating on stairways and impeding the passage of other students.
 - Walking barefoot in the building except for in the locker and shower rooms
 - Bringing bikes into the building
 - Use of water devices or laser pointers
5. Skateboards/scooters are seen as a form of transportation for some students. Student must carry their skateboards onto and off of the school property. Skateboards must be locked in student lockers during the school day. Riding skateboards on school property is prohibited.
6. Students must not do anything, which may cause injury to themselves or to any other person or people.
7. Students may not carry or display any item, which may be construed

CALENDARS

GRADING PERIOD SCHEDULE FOR 2009-2010 SCHOOL YEAR

Start of First Grading Period	September 8, 2009
End of First Grading Period	November 5, 2009
Start of Second Grading Period	November 9, 2009
End of Second Grading Period	January 29, 2010
Start of Third Grading Period	February 2, 2010
End of Third Grading Period	April 8, 2010
Start of Fourth Grading Period	April 12, 2010
End of Fourth Grading Period	June 15, 2010



Portland Public Schools
2009-2010
SCHOOL QUARTER CALENDAR

The Quarter Calendar is one of two district calendars (Quarter, Trimester). To determine which calendar your school follows, see page 2. Calendars are on the district website: www.pps.k12.or.us; click on "Calendar" tab.

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
JUNE — 2009							JANUARY — 2010																				
	1	2	3	4	5	6					H	2															
7	8	9	10 ^{END}	11 ^{PLAN}	12 ^{PLAN}	13	3	4	5	6	7	8	9														
14	15	16	17	18	19	20	10	11	12	13	14	15	16	17	HC	19	20 ^{LO}	21	22	23	24	25	26	27	28	29 ^{GRD}	30
21	22	23	24	25	26	27	24	25	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30
28	29	30					31							31							31						
JULY — 2009							FEBRUARY — 2010																				
			1	2	H	4																					
5	6	7	8	9	10	11																					
12	13	14	15	16	17	18	7	8	9	10	11	12	13														
19	20	21	22	23	24	25	14	H	16	17 ^{LO}	18	19	20														
26	27	28	29	30	31		21	22	23	24	25	26 ^{PR}	27														
AUGUST — 2009							MARCH — 2010																				
						1																					
2	3	4	5	6	7	8		1	2 ^{MT}	3	4	5	6														
9	10	11	12	13	14	15	7	8	9	10	11	12 ^{PR}	13														
16	17 ^{CC}	18	19	20	21	22	14	15	16	17 ^{LO}	18	19	20														
23	24	25	26	27	28	29	21	22	23	24	25	26	27														
30	31						28	29	30	31																	
SEPTEMBER — 2009							APRIL — 2010																				
6	H	8 ^{START}	9	10	11	12																					
13	14	15	16 ^{LO}	17	18	19	4	5	6	7	8 ^{GRD}	9 ^{PLAN}	10														
20	21	22	23	24	25	26	11	12	13	14	15	16	17														
27	28	29	30				18	19	20	21 ^{LO}	22	23	24														
OCTOBER — 2009							MAY — 2010																				
4	5	6 ^{MT}	7	8	9 ^{GRD}	10	2	3	4	5	6	7	8														
11	12	13	14	15	16	17	9	10	11 ^{MT}	12	13	14	15														
18	19	20	21 ^{LO}	22	23	24	16	17	18	19 ^{LO}	20	21	22														
25	26	27	28	29	30	31	23	24	25	26	27	28	29														
NOVEMBER — 2009							JUNE — 2010																				
1	2	3	4	5 ^{GRD}	6 ^{PLAN}	7	6	7	8	9	10	11	12														
8	9	10	H	12	13	14	13	14	15 ^{GRD}	16 ^{PLAN}	17 ^{PLAN}	18	19														
15	16	17	18	19	20	21	20	21	22	23	24	25	26														
22	23 ^{PR}	24 ^{AMP/VE}	25 ^{AM}	H	X	28	27	28	29	30																	
29	30																										
DECEMBER — 2009							JULY — 2010																				
6	7	8 ^{MT}	9	10	11	12																					
13	14	15	16 ^{LO}	17	18	19	4	H	6	7	8	9	10														
20	21	22	23	24	X	26	11	12	13	14	15	16	17														
27	28	29	30	31			18	19	20	21	22	23	24														
							25	26	27	28	29	30	31														

Snow
 Make-Up
 Days will
 be added
 to the end
 of the
 school
 year.

SYMBOL EXPLANATION

AM	Morning Conferences, No PM School for Teachers (no school for students)	NS	Statewide Inservice (no school - all 190, 200, 210, 225 & 230 employees off)
AMP/VE	Morning/Afternoon/Evening Conferences (no school for students)	LO	Late Opening - Professional Development Time (schools start 2 hours late)
CC	Classified Connection (Prof. Dev. for classified employees)	MT	Mid-Term Progress Reports Entered into eSIS
END	End of School Year	PLAN	Teacher Planning Day
ESC	Optional Evening Conferences (school decision)	PROF	Professional Development Day
GRD	Grading Period Ends	START	Start of School Year
H	Holiday (schools and all offices closed)	TRF-H	High School Transfer Application Deadline
HC	Holiday Commemoration (schools and all offices closed)	TRF-CMS	Elementary/Middle School Transfer Application Deadline
		X	Schools and Offices Closed
		*	Prof. Dev. Day or Teacher Plan Day (school decision)
		—	Snow make-up days - this would move END, GRD, and PLAN days over accordingly

(rev) August 23, 2009

PARENT INFORMATION AND INVOLVEMENT OPPORTUNITIES

ACT SITE COUNCIL

The establishment of the 21st Century School Site Council is desirable to encourage new school-based initiatives towards educational excellence. The council sets school improvement goals, determines professional development needs, and makes a plan for implementation of the Oregon Education Reform Act. For more information contact the principal. The site council will meet once a month on prearranged dates.

ACT SCHOOL NEWSLETTER

The ACT High School newsletter will be published and mailed to ACT families quarterly. More frequent Information will also be distributed through e-mail updates. To be included on the e-mail distribution list contacts the office manager.

CONTACTING STAFF MEMBERS

Inquiries dealing with your student's progress should always be done through the teacher. At ACT High School you may contact a teacher or staff member in either of two ways:

- Voice mail: To get voice mail, call 503-916-5261 and ask for the teacher. If the teacher is not available you will get their voice mail.
- Email: Staff members' e-mail addresses are available in this handbook or on a separate staff contact sheet.

Art is... a question mark in the minds of those who want to know what's happening.

~Aaron Howard

LIBRARY

The library is the information center of campus. There are resources for research, current events and leisure reading for all students and staff. Our philosophy is “Libraries have everything!” We are here to assist you. The media center is open from **8:00 A.M. to 7:00 P.M.** The collection provides books, periodicals, and electronic resources to support all areas of the curriculum.

- Computers provide access to the card catalog, magazine index and other electronic resources. Internet access is available to students with proper permissions and students must follow the PPS Internet use policies while using the computers.
- Books are circulated for 3 weeks and magazines for 1 week, reference materials overnight. Fines of .25 cents per day are charged for overdue materials and reference materials at .25 cents per hour. Students will be charged for any materials which they check out and damage or do not return. Student I.D. must be presented to check out any materials or to use computers other than card catalog.
- Food, drink, candy or gum are not allowed in the library.

LOST AND FOUND

Students are responsible for their own personal property and all school district property given to them for their use. Should you find any private or school property, it should be taken directly to the Small School Principal’s office. (All books should be taken to the library). ACT is not responsible for lost of stolen items. Stolen property reports may be filled out in the ACT small school office

MEDICATIONS

Self-medication of nonprescription medication is allowed with a parent permission form. Self-medication of prescription medication is not allowed except in cases where a student must carry such medication at all times for immediate access. The necessary permission form and written instructions must be submitted as required.

EVENTS BY DATE

Summer Scholars	First Semester: June 22-July 13 / Second Semester: July 20-August 7, 2009
Community Care Day	August 29, 2009
Professional Development Day or Teacher Planning Day* (school decision).....	September 1, 2009
Professional Development Day	September 2, 2009
Teacher Planning Day or Professional Development Day* (school decision) .	September 3, 2009
Schools and Offices Closed	September 4, 2009
Labor Day Holiday (schools and all offices closed)	September 7, 2009
First Day of School for Students	September 8, 2009
Statewide Inservice (No school - all 190, 200, 210, 225 & 230 employees off)	October 9, 2009
PSAT Testing for All High School Sophomores (during regular school hours)	October 14, 2009
End of 1st Grading Period	November 5, 2009
Teacher Planning Day (no school for students)	November 6, 2009
Holiday in Celebration of Veterans’ Day (schools and all offices closed	November 11, 2008
Conferences	
Optional Evening Conferences (check with your school).....	November 23, 2009
Morning, Afternoon and Evening Conferences - (no school for students)	November 24, 2009
Morning Conferences (no school for students; no afternoon school for teachers) .	November 25, 2009
Thanksgiving Holiday (schools and all offices closed)	November 26 & 27, 2009
Students’ last day prior to Winter Break	December 18, 2009
Schools and Offices closed	December 25, 2009
Holiday in Celebration of New Year’s Day (schools and all offices closed)	January 1, 2010
Students return following Winter Break	January 4, 2010
Martin Luther King Jr. Day Holiday (schools and all offices closed)	January 18, 2010
High School Transfer—Opens	January 22, 2010
End of 2nd Grading Period	January 29, 2010
Teacher Planning Day (no school for students)	February 1, 2010
Presidents’ Day Holiday (schools and all offices closed	February 15, 2010
High School Transfer—Deadline	February 26, 2010
Spring Break (no school for students)	March 22-26, 2010
End of 3rd Grading Period	April 8, 2010
Teacher Planning Days (no school for students	April 9, 2010
ACT Testing for All High School Juniors (during regular school hours)	April 28, 2010
Memorial Day Holiday (schools and all offices closed	May 31, 2010
Last Day of School for Students.....	June 15, 2010
Teacher Planning Days (no school for students	June 16-17, 2010
Snow Make-Up Days	June 16, 17, 18, 2010
Summer Scholars.....	July __ - August __, 2010
Graduation Dates	June 6, 7, 8 & 9, 2010

CLASS SCHEDULES

At ACT we do not ring bells as we have two other schools that share our campus with us. The schedule below is that of ACT only. Students are expected to be in class at the designated starting time for each period.

REGULAR DAY	
Monday, Tuesday, Thursday, Friday	
Period	Time
1	8:15 – 9:16
2	9:20 – 10:21
3	10:25 – 11:26
Lunch	11:26 – 11:56
4	12:00 – 1:06
5	1:10 – 2:11
6 (CIT)	2:15 – 3:15

STUDIO LAB DAY	
Wednesday	
Period	Time
Late Arrival	8:15 – 9:45
7	9:50 – 11:22
Lunch	11:22 – 11:56
8	12:00 – 1:37
9	1:41 – 3:15

CIT = Campus Instructional Time. Some classes these periods are available to all students in any Roosevelt school.

2-HOUR DELAY - REGULAR DAY	
Monday, Tuesday, Thursday, Friday	
Period	Time
1	10:15 – 10:56
2	11:00 – 11:41
Lunch	11:45 – 12:16
3	12:20 – 1:01
4	1:05 – 1:46
5	1:50 – 2:31
6 (CIT)	2:35 – 3:15

2-HOUR DELAY - STUDIO LAB DAY	
Wednesday	
Period	Time
Late Arrival	8:15 – 10:15
7	10:15 – 11:41
Lunch	11: 41 – 12:16
8	12:20 – 1:46
9	1:50 – 3:15

THE TEACHER’S RESPONSIBILITIES ARE TO:

- Assign homework for explicit instructional purposes.
- Provide appropriate feedback to students concerning the homework.
- Address the subject of homework in course guidelines as it relates to grading, content, and time expectations.
- Give homework directions in the most effective manner and be certain that expectations are understood prior to students leaving the classroom.
- Initiate conversations with students when homework is not being completed.
- Initiate communication with the home when concerns arise.
- Provide appropriate consequences for students who fail to comply with homework guidelines.

THE STUDENT’S RESPONSIBILITIES ARE TO:

- Keep a daily assignment log in their planner which identifies the precise assignment(s) of each class.
- Make certain that the expectations of the assignment are understood prior to leaving the classroom.
- Complete assigned homework on time, neatly, and to the best of his/her ability.
- Arrange for a proper area for study and manage study time effectively.
- Assume responsibility for promptly making up missed work.
- Communicate with the teacher(s) when extenuating circumstances prevent completion of the assigned work.

THE PARENT’S RESPONSIBILITIES ARE TO:

- Provide a specific time and place for completion of all homework.
- As appropriate, ask student to see assignment sheets, completed homework, and work in progress.
- Initiate communication with teacher(s) and student when concerns arise.
- Monitor activities which may adversely affect study time.

HOMWORK POLICY

The Board of Education, administration, and faculty at ACT believe that homework is an essential part of every student’s learning experience. Research studies clearly indicate that there is a direct correlation between homework completion and academic achievement. Homework that is appropriately given and carefully completed helps each student reach the high expectations that have been set for all of our students and engages them in intellectual activities beyond the classroom. The responsibility for homework is shared by the teachers who design and assign the homework, the students who are asked to complete it, and the parents who support their children as they strive toward academic excellence. Homework should be an integral and regular part of every student’s experience in every class. Homework is defined as class-related, meaningful, productive assignments or activities which meet a specific instructional purpose and are designed to be completed by the student on his/her own time. An assignment may provide an opportunity for reinforcement of knowledge or skills, preparation for upcoming lessons or units, and extension or application of information obtained in the classroom, including creative and critical engagement in problem-solving activities. Students should experience a variety of types of homework assignments. Within departmental guidelines, the teacher will determine the appropriateness, purpose, and form of the homework assignments.

THE SCHOOL’S RESPONSIBILITIES ARE TO:

- Make tutorial assistance available to students at convenient times.
- Make library and media facilities available to students before and after school.
- Provide students and parents with information about community sources for tutorial assistance.
- Work with community groups to develop and coordinate tutorial services.
- Support the enforcement practices of teachers consistent with homework guidelines and departmental standards.

ALL CAMPUS 9:00 AM ASSEMBLY REGULAR DAY	
Monday, Tuesday, Thursday, Friday	
Period	Time
1	8:15 – 9:08
Assembly	9:12 – 9:52
2	9:56 – 10:49
3	10:53 – 11:46
Lunch	11:46 – 12:25
4	12:29 – 1:22
5	1:26 – 2:19
6 (CIT)	2:23 – 3:15

ALL CAMPUS 2:30PM ASSEMBLY REGULAR DAY	
Monday, Tuesday, Thursday, Friday	
Period	Time
1	8:15 – 9:08
2	9:12 – 10:05
3	10:09 – 11:02
Lunch	11:06 – 11:41
4	11:45 – 12:38
5	12:42 – 1:34
6 (CIT)	1:38 – 2:31
Assembly	2:35 – 3:15

ACT ASSEMBLY - REGULAR DAY	
Monday, Tuesday, Thursday, Friday	
Period	Time
1	8:15 – 9:11
2	9:15 – 10:11
3	10:15 – 11:11
Assembly	11:15 – 11:46
Lunch	11:46 – 12:11
4	12:15 – 1:11
5	1:15 – 2:11
6 (CIT)	2:15 – 3:15

ACT ASSEMBLY - STUDIOLAB DAY	
3rd Wednesday Only	
Period	Time
Late Arrival	8:15 – 9:45
7	9:50 – 11:22
LUNCH	11:22 – 11:56
8 + announcements	12:00 – 1:37
Showcase	1:41 – 3:15

CAMPUS SECURITY

The school security personnel serve the educational process by protecting the rights and property of the school, Portland Public Schools' personnel and students, and by enforcing school and district policies. Their efforts are supported by on-site school resource officers employed by the Portland Police Department.

CHEATING

ACT High School strongly promotes academic honesty and integrity on the part of students. Cheating will not be tolerated. Any student caught cheating will receive a grade of zero on the assignment or exam. Furthermore, in the event of a second offense, the student may be removed from the class with loss of credit, suspended, or expelled from school. Cheating includes all acts of academic dishonesty, such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials during a test, using a project or paper in a second class without teacher permission, or using the ideas or writings of another as your own (plagiarism.) Students need to be aware that this policy includes Internet plagiarism.

CLOSED CAMPUS

ACT policy requires that students remain on campus from the time they arrive until the end of their school day. Leaving campus during the day for any reason without first checking out through the ACT Office will result in unexcused absences for any class period missed

COLLEGE TESTING INFORMATION

University bound seniors will be required to take the SAT I (Scholastic Aptitude Test) or in some cases the ACT (American College Test) in order to meet college entrance requirements.

SATII (achievement tests) and students must check college catalogs or their counselor for specific requirements. The PSAT, SAT I and SAT II are offered in our district on certain dates and at neighboring schools on other dates. All ACT testing is outside our district. Check with your advisor for dates, places and fees. The advantages of taking the PSAT (Preliminary Scholastic Aptitude Test) include being able to predict SAT scores and to help in career counseling. It is the only route of entry to the annual scholarship competitions administered by National Merit Scholarship Corporation.

Accessing Snapgrades provides a view of the student's current progress in a class. Communication between school and home is essential for student success and Snapgrades offers a convenient method of keeping parents/guardians informed. Snapgrades is currently being used only as a grade book system. Attendance and report card features (if used) do not reflect official information sent by the district via eSIS.

GRADUATION

Beginning with the class of 2009 a minimum of 24 units of credit, including four credits of Language Arts, three credits of Social Science, three credits of Mathematics, three credits of Science, one credit of Physical Education, and one credit of Health shall be required for graduation from Portland Public Schools. Graduates will earn one proficiency-based credit for the development of a Senior Career Pathway Portfolio/Project that documents a collection of evidence in support of their Education Plan and Profile, and eight elective credits, one of which will be either Applied Arts, Fine Arts or World Language, and at least three of which are aligned to one of the six Career Pathway areas (Business Management Systems, Health Systems, Human Resources, Arts and Communications, Industrial/Engineering and Natural Resource Systems).

HALL PASS PROCEDURES

The goal of ACT High School is to provide a rich learning environment, therefore, it is to the student's benefit to be engaged in instructional activities as much as possible. Students, who are out of class for any reason, will visibly carry a standardized hall pass. Students in the hall without a sign hall pass may be assignment restorative service or subject to disciplinary action.

HEALTH SERVICES

The services of a health assistant for emergency care will be available to students in the health office. Students should observe the following guidelines regarding health care: 1. Care of emergency illnesses and accidents occurring at school will be handled by the health assistant. The health assistant is not a nurse, but can administer first aid, refer for care, or arrange for students to go home when ill or injured. 2. Parents or guardians are responsible for student transportation home in case of illness and will be notified by the health assistant. No ill students will be permitted to go home without parental consent. 3. Students should report to class and obtain a pass before reporting to the health office except in cases of extreme emergency. 4. Staff members will not dispense over-the-counter medicines to students.

ELECTRONIC DEVICES

CD players, iPods, MP3s, portable DVD players, walkmans, cell phones, and pagers, etc. are not permitted during classes as they disrupt the educational process. Evidence of use during class periods will result in the electronic item being confiscated. For safety reasons headphones may not be worn during breaks or while walking anytime in the hallways. These devices are okay for use before school begins, during lunch periods and after school. Students in violation of this may also be assigned restorative service.

CELL PHONE USE

Cell phones are required to be out of sight, powered off and put away during class and throughout the school day. No text messaging, vibrating or silent ring tones, or other usage during classes or in any part of the school building will be tolerated. Violation will result in restorative service and/or suspension.

FIELD TRIPS

- A field trip permission form must be signed by parents and returned to the school by the student prior to the field trip.
- All school work must be made up in keeping with the general guidelines for excused absences.
- Students are subject to all school rules and regulations while off-campus during any field trip.
- At any time students can be denied participation in field trip activities based on behavioral conduct.

GRADING SYSTEM

ACT uses <http://snapgrades.net>, an online grading program adopted ACT High School to keep student grades and class records. Snapgrades provides 24 hour access to student grades and information through a secure internet connection where personal information remains private. Most internet browsers are supported by the Snapgrades program and login is possible anytime an internet connection is available. To gain access to the Snapgrades system, login using the student's name and PPS ID#. If you are having a problem using Snapgrades, contact the ACT office at 503-916-5261.

COMMUNITY

We appreciate our neighboring community and recognize our responsibility to foster a positive relationship with neighboring residents. Students – as you leave our building, please be aware of our responsibility to our neighbors.

1. Respect the property, possessions and rights of the Roosevelt neighborhood.
2. Do not trespass on neighboring lawns or loiter on sidewalks.
3. All neighborhood property is considered “Off Limits” unless you are doing business there (buying lunch, making purchases, etc.)
4. Student will be subject to police prosecution for public misconduct such as violating posted warnings.
5. These rules apply before, during, and after school. While schools cannot be held responsible for the actions of students to and from school, they may take disciplinary action if the circumstances warrant it.

CONTACTING STUDENTS

Interruptions of classroom activities always result in the deterioration of the quality of our educational program. It is therefore not possible to transmit personal messages or calls for students except in cases of real emergency. Parents are requested to communicate with or deliver materials to their children through the office only in case of emergency. Family members are asked not to call students on their personal cell phones, rather call the small school office directly and leave a message for the student to call you back.

CULTURAL DIVERSITY

It is our mission at ACT High School to foster understanding and mutual respect among students. We acknowledge and celebrate our diversity of races, cultures and religious beliefs. It is the policy of the Portland Public Schools that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, handicap, or marital status in any program, service or activity for which the District is responsible. The District will comply with the requirements of State and Federal Law concerning nondiscrimination and will strive by its action to enhance the dignity and worth of all persons.

DANCES

ACT High School sponsors occasional Friday night dances, which normally begin at 8:00 p.m. and end by 11:00 p.m. Admission is by student body activities card and there is an admission fee. Only ACT High School students in good standing and pre-registered guests will be admitted. Student who are under suspension, expulsion, or have withdrawn from the school are not eligible to attend dance. Students may not leave a dance and return. Students who appear at dance or other functions showing any effects of drugs or alcohol consumption will be suspended from the dance and subject to PPS District Drug and Alcohol guidelines. Additionally, students who violate ACT rules or regulations will be subject to disciplinary action. Guest passes are issued by the small school secretary and must be returned two days prior to the dance.

The following criteria must be must in order to attend a dance.

1. A valid ACT Student Body Card must be shown to attend all dances.
2. Students who leave the dance will not be readmitted
3. All school rules are enforced at dances and other after school activities.
4. Students may bring one guest if a guest pass has been acquired prior to the dance. This applies to semiformal dances only. Guests need to attend another high school and be under 21.

What art offers is space - a certain breathing room for the spirit.

~John Updike

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:
NA	First	Possession/Use	Level A
NA		Transfer/Sale	Level B
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 for up to five (5) school days 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 Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline at your school's main office.	

Discipline for any weapon violation regardless of type, must be done in consultation with the District Student Conduct Office			
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.	Possession Serious/Rep Use, attempted use, or threatened use.	3 – 5 6
Weapon, Deadly	Any instrument, article or substance specifically designed for and capable of causing death or serious physical injury.	Possession or use, attempted use, or threatened use.	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, including toys.	Possession/ use Serious/Rep	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

Rider PRIDE

Personal Responsibility

Respect

Integrity

Discipline

Empathy

When students at ACT are caught showing any of these characteristics, they are rewarded. We value these characteristics in our students as citizens and want to encourage good citizenship in the future.

**DISCIPLINE:
BEHAVIOR AND CONSEQUENCES**

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

Rules for participants in District athletic programs 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.

Levels of Consequences	
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-year Expulsion (weapons/firearms)

Tardiness	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/ Rep	1 – 1 2 – 3
Theft, Major	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	1 – 3 3 – 4
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 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
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

Off Limits	Entering a location in a building or any school property which has been restricted from student use or entering a location which 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 the location of students on school property; threatens or results in the loss or disruption of property; endangers the physical safety or mental/emotional well-being of others; disrupts the 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 that are not permitted at school (See also Weapons.)	Minor/First Serious/ Rep Weapons	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
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

DISCIPLINARY CONSEQUENCES CHART

Examples of conduct which	Definition	Occurrence	Levels min-max
violates expectations			
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
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 which 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
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