



Diligence, Excellence, Integrity

**WILSON
PARENT/STUDENT
HANDBOOK
2011-2012**

**Wilson High School
1151 SW Vermont, Portland, Oregon 97219
Phone: 503-916-5280/ FAX: 503-916-2705
Attendance Line:503-916-5265**

“DILIGENCE, EXCELLENCE, INTEGRITY”

Motto, Wilson High School, 1956

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

Contact Information for Civil Rights Matters

| | |
|----------|----------------------------------|
| Title VI | Sue Brent, Principal |
| Title IX | Marshall Haskins, Vice Principal |
| ADA | Sue Brent, Principal |
| 504 | Maude Lamont, Vice Principal |

Portland Public Schools Nondiscrimination Statement

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex or orientation.



WILSON HIGH SCHOOL 2011/12 Bell Schedule

Monday, Tuesday, Friday

| A Block | | B Block | |
|----------|--|----------|---------------|
| Period 2 | | Period 1 | 8:15 – 9:45 |
| Period 4 | | Period 3 | 9:50 – 11:20 |
| Lunch | | | 11:20 – 12:05 |
| Period 6 | | Period 5 | 12:10 – 1:40 |
| Period 8 | | Period 7 | 1:45 – 3:15 |

Wednesday/Thursday Early Release

| A Block | | B Block | |
|---------------------------|--|----------|---------------|
| Period 2 | | Period 1 | 8:15 – 9:30 |
| Period 4 | | Period 3 | 9:35 – 10:50 |
| Lunch | | | 10:50 – 11:35 |
| Period 6 | | Period 5 | 11:40 – 12:55 |
| Period 8 | | Period 7 | 1:00 – 2:15 |
| Tutor Time/PD/Common Prep | | | 2:15 – 3:15 |

Assembly Schedule

| A Block | | B Block | |
|----------|--|----------|---------------|
| Period 2 | | Period 1 | 8:15 – 9:33 |
| Assembly | | | 9:38 – 10:21 |
| Period 4 | | Period 3 | 10:26 – 11:44 |
| Lunch | | | 11:44 – 12:29 |
| Period 6 | | Period 5 | 12:34 – 1:52 |
| Period 8 | | Period 7 | 1:57 – 3:15 |

OFFICE STAFF DIRECTORY

503-916-5280 Main Office

503-916-5294 Attendance

503-916-2705 Fax

| | | |
|-------------------------------------|------------------|--------|
| Principal | Sue Brent | x75201 |
| Principal's Secretary | Kathy Kersey | x75202 |
| Administrative Vice Principal | Marshall Haskins | x75253 |
| Vice Principal's Secretary | Shannon Misner | x75256 |
| Curriculum Vice Principal | Maude Lamont | x75204 |
| Vice Principal's Secretary | Abby Menashe | x75203 |
| Career Coordinator/Business Manager | Erica Meyers | x75213 |
| Dean | John Robinson | x75252 |
| Counselors | Keith Brown | x75207 |
| | Julie Fleming | x75208 |
| | Kelly Milford | x75210 |
| | Kathryn Wolff | x75209 |
| Activities Director | Ashley Closson | x75321 |
| Athletic Director | Scott Aker | x75236 |
| Attendance/Data Clerk | Sara Mattheisen | x75265 |
| Accounting Office | Darcy Shetler | x75215 |
| Campus Security | Shawn Rogers | x75255 |
| Campus Security | Jayson Schmidt | x75254 |
| Counseling Secretary | Sharon Dailey | x75206 |
| Library Assistant/Book Clerk | Kathy Kreipe | x75273 |
| Media Specialist | Linda Campillo | x75271 |
| Nurse | Lisa Stember | x75264 |
| School Police | John Romero | x75251 |
| Volunteer Coordinator | Erica Meyers | x75213 |

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ATTENDANCE PROCEDURES

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

Students are expected to:

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

Definitions:

1. Excused absence: Medical appointment, illness, family emergency, religious holiday, funeral.
2. Unexcused absence: Recreational, oversleeping, catching up on homework, working on a project, car trouble, etc.
3. Pre-arranged: 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.

Consequences For Skipping/Unexcused Absences

1. School detention, work detail, as well as a call to the parent or guardian.
2. School detention, work detail and parent conferences.
3. Parent notification, and attendance contract.
4. Parent notification and referral to the counselor for possible schedule change.
5. Removal from class with grade responsibility. Removal MAY include posting a penalty grade (WF) on student's transcript.

Leaving School During the Day

1. Any student leaving during the school day because of illness, medical appointment or emergency must check out at the Attendance Office.
2. The Attendance Office will contact a parent for permission to release the student unless the student has a written note from the parent. The Attendance Office will refer the student to an administrator if a parent cannot be reached.
3. A student who has check out of the school through the Attendance Office is required to check back in at the Attendance Office upon returning to school. An admit slip is required to return to class.
4. Students are subject to detention or work detail if this procedure is not followed.

Tardies

Students are expected to arrive at each class on time. Students are marked absent, after they are 15 minutes late to class. Anyone arriving to class more than 15 minutes late will need to get a pass from the Attendance Office.

- | | | | |
|----|----|---------|--|
| 1. | 3 | Tardies | Teacher intervention to explain tardy policies to student. |
| 2. | 4 | Tardies | Lunch detention in cafeteria |
| 3. | 7 | Tardies | Parents contacted by teacher, 3 days lunch detention, restricted to campus |
| 4. | 10 | Tardies | Parent contacted by administration, Saturday school |

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:

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

Student Responsibilities

1. Students must remain in assigned areas. Students scheduled for late arrival or early dismissal must be off campus or in approved study area. Students may not loiter in the halls.
2. 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.
3. Students must follow all directions of adult staff. All staff members have authority to issue reasonable direction to students, including the right to 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.
4. Students must do nothing that may cause harm or injury to themselves or to others. Wilson High School does not tolerate verbal or physical violence. Students who engage in the same will be immediately subjected to disciplinary action. Wilson has zero tolerance for unprovoked assault, possession or use of weapons or facsimile weapons, use of threats or intimidation or any other actions that threaten the safety and security of students or staff. Students who engage in this behavior will face immediate consequences that may include expulsion.

See page 18 for the districts "Summary of Behavior Expectations and Consequences"

CLOSED CAMPUS

Wilson High School has a closed campus during class time for all students. Only JUNIORS and SENIORS may leave the campus *during the lunch period*. The campus is CLOSED for FRESHMAN and SOPHOMORES during lunch, and they must eat at school.

The administration may close the campus during lunch for all students at any time.

COMPLAINT PROCEDURE

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

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

DRESS AND GROOMING APPROPRIATENESS

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

DRUGS/ALCOHOL

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

EDUCATIONAL MATERIALS

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

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

ELECTRONIC DEVICES

Students are discouraged from bringing personal electronic devices (cell phones, iPods or other music devices) to school at any time. If a student chooses to bring a personal electronic device to school, s/he does so **at their own risk**. Disruption of the learning environment with electronic devices is inappropriate. Cell phones, headphones, etc are prohibited during class time. Their use will result in confiscation and further consequences.

EMERGENCY CLOSURE NOTIFICATION

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

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

FOOD

Students are expected to eat in the cafeteria or designated areas. Students are responsible for cleaning up after themselves.

INJURIES

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.

KNIVES/FIRE ARMS/WEAPONS

It is a felony to possess a firearm 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.

LOCKERS AND DESKS

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

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

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

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

MEDICATIONS

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.

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

MESSAGES TO STUDENTS

Only messages of an EMERGENCY nature will be given to students during the school day. The message must come from the parent/guardian.

OUTDOOR SCHOOL

If you are interested in attending outdoor School as a counselor please see Kathy Garrett in the Counseling Center located in the Main Office. Applications and information can be obtained through her. Remember, students may attend Outdoor School only once per semester.

PARKING

Parking at Wilson is limited. All students using the Wilson parking lot must register their automobile(s) in room 139 and they must purchase a parking permit. Parking permits cost \$45.00 and are valid for one year.

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

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

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

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

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

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

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 is 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 creates 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.

SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES

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.

STUDENT ACTIVITIES

Athletics

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

Wilson High School offers a full range of athletic opportunities:

Fall

Boy's Football
Boy's/Girls Soccer
Boy's/Girl's Cross Country
Girl's Volleyball

Winter

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

Spring

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

Cheer

Students who are interested in being on the cheer squad during the fall and winter sports seasons should inquire in Room 121. Cheer tryouts are held in the spring of the school year.

STUDENT GRADING

The letter grade indicates the teacher's evaluation of the student's work as reported each grading period. Credit is cumulative on a semester basis and the grade issued at the end of each semester will indicate the quality of work done during that total period of time.

Students are graded on a letter basis of A, B, C, D and F. Credit is given for grades, A, B, C and D, all of which indicated levels of passing work. No credit is given for "F" which is unsatisfactory work.

In order to encourage students to challenge themselves with higher-level classes, a Pass/No Pass option may be chosen in lieu of a letter grade during the first three weeks of each semester for non-required courses.

Students who enroll later than four weeks into the semester may not receive any credit if they have not been enrolled in another school prior to their admission at Wilson High School.

Graduation Requirements: Standard Diploma

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

| Subject | Class of 2010 | Class of 2011 & Beyond |
|----------------------------------|---|---|
| English | 4 | 4 |
| Mathematics | 3 | 3 |
| Science | 3 | 3 |
| Social Studies | 3 | 3 |
| Physical Education | 1 | 1 |
| Health Education | 1 | 1 |
| World Language | None | 2 |
| Senior Pathway Portfolio/Project | 1 | 1 |
| Electives | TOTAL 8 Applied Arts, Fine Arts or World Language 1 Career Pathway 3 Others 4 | TOTAL 7 Applied or Fine Arts 1 Career Pathway 3 Others 3 |

Academic Integrity

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 of those students.

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;
- There may be disciplinary and/or academic consequences for academic integrity violations.

High School Grading Policy

Grading and Course Change Practices

The following recommendations were approved and adopted on July 1, 2005 by the Portland Public School District Superintendent, high school administrators, the Director of Secondary Education, the Office of High School Reform and the Student Services Department.

PPS Grading Practices

It is a 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 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. See High School Course Guides for further information.
- 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.
- An **Incomplete (I)** 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 given, then the student may have the option to contact the teacher and complete the work to achieve a 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 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.
- **GPA: No credit is earned and an Incomplete does not affect the GPA.**

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/first two weeks of each trimester/first seven days of each quarter** to take a course on a **Pass/No Pass** basis. The building administrator, teacher, student and parent need to sign off and approve choosing a **Pass/No Pass** grade option.
- After this time period (see above) and under extenuating circumstances, **only a building administrator can initiate a Pass/No Pass option.**
- **The Pass/No Pass Option is:**
 - Predetermined by the teacher as an option before the course is established.
 - Written in the course syllabus.
 - 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**.
- **GPA:** A grade of **P (Pass)** is **NOT** calculated in the student’s **GPA**.

Dropping a Class

- 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.
- Through the **end of the third week of each semester/second week of each trimester/seventh day of each quarter** 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/third week of each trimester/eighth day of each quarter** 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.

Guidelines for Using Notations WF/WN/WX

At the **beginning of the fourth week of the semester/the third week of the trimester/the eighth day of the quarter**, 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.

GPA: 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.

GPA: 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.

GPA: A **WX** is **not factored** into the student's **GPA**.

Three weeks prior to the end of the semester/two weeks prior to the end of the trimester/seven days prior to the end of the quarter: if a student withdraws, an **"F"** is recorded on the transcript. No exceptions.

| Weeks 1-3 of the Semester | Weeks 4-15 of the Semester | Weeks 16-18 of the Semester |
|--|--|---|
| Weeks 1-2 of the Trimester | Weeks 3-10 of the Trimester | Weeks 11-12 of the Trimester |
| Days 1-7 of the Quarter | Days 8-38 of the Quarter | Days 39-45 of the Quarter |
| <ul style="list-style-type: none"> • Student may choose Pass/No Pass option • Student may drop a class with no notation on the transcript. | <ul style="list-style-type: none"> • Student cannot drop a class without a notation of: WF, WN, or WX. • (See previous Guidelines) | <ul style="list-style-type: none"> • If a student withdraws, an "F" is recorded on the transcript. (No exceptions.) • Student will have the option for an Incomplete or WX, ONLY with building administrator approval. |

Grade Changes

- 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.
- For the protection of counselors and teachers, **no counselor or teacher should have access to eSIS to make grade changes on their own.**
- There should always be a built-in check and balance system for grade changes to insure that no one is accused of operating independently with regard to this issue

(Revised: July 11, 2005)

STUDENT ID CARDS

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

STUDENT LEADERSHIP

Elections for student body class offices take place in the spring for the following school year. Freshmen class officers are elected in October for the current year. All elected students must enroll in the Leadership class that meets Period 0 during the school year.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. School officials include, but are not necessarily limited to: persons employed by the school as administrators, supervisors, instructors or support staff members (including health or medical staff and law enforcement unit personnel); persons serving on the School Board; persons or companies with whom the school has contracted to perform special tasks (such as attorneys, auditors, medical consultants or therapists) or that perform tasks on behalf of the school (such as the school based threat assessment team); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This Federal law requires Portland Public Schools, with certain exceptions, to obtain your written consent, prior to the disclosure of personally identifiable information from your child's education records. However, Portland Public Schools may disclose "directory information" without written consent, unless you have notified the district school to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Portland Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations, include, but not limited to, companies that manufacture class rings or publish yearbooks or alumni guides. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

If you do not want Portland Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district school your child attends in writing within 30 days of enrollment in school.

Portland Public Schools has designated the following information as directory information:

- Student's name;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors and awards received;
- Major field of study;
- Dates of attendance;
- The most recent school attended.

In emergencies, a student's records may be released to appropriate persons without parent ap-

proval if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

Release of Student Information to Military and College Recruiters

The No Child Left Behind Act of 2001 requires school districts to provide upon request ,the names, addresses and phone numbers of juniors and seniors to military recruiters and colleges or universities. **If you do not want the district to provide information about your student to either the military or college or universities, you have an opportunity to “opt out”. In order to do so, you must check the box marked “NO” next to the categories on the student verification/registration form by Friday, September 23, 2011.**

(Military and/or College/University) on the student’s registration form or the yearly verification form, and then sign and return the form immediately to your school. If your child is over 18, he or she must also sign the form.

- If you do not check “NO” or if you fail to return the registration/verification forms, the district must release the student information to military or college recruiters upon their request. Once this information is released, the district cannot control how these institutions use the information.
- A list of the guidelines on military recruiters’ and colleges’ access to information can be found at the following website: www.ed.gov/offices/OM/fpco/hot_topics/ht10-09-02.html

If you have questions, please contact your school counselor or college coordinator.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 USC 1232h; 34 CFR Part 98) Applies to programs that receive funding from the US Department of Education (DOE).

PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a DOE-funded survey, analysis or evaluation in which their children participate;
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any DOE funded survey, analysis or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sexual behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with DOE by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact them at the following address:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Laws referenced are Section 9528 of the ESEA (20 USC 7908), as amended by the No Child Left Behind Act of 2001 (PL 107-110), the education bill, and 10 USC 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107), the legislation that provides funding for the Nation's armed forces.

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 ground. This applies to adults as well as students. Your compliance with this policy is appreciated.

VISITORS

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

2008-2009 SUMMARY OF BEHAVIOR EXPECTATIONS 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 10 (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.

| <i>Examples of conduct which violates expectations</i> | Definition | Occurrence | Levels min-max |
|--|--|----------------------------|-------------------------|
| Abusive/Profane Language | Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation. | Minor/First Serious/Rep | 1 — 2 3 — 4 |
| Arson | Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs | Minor/First Serious/Rep | 3 — 4 5 |
| Assault/Menacing | Wrongfully and intentionally causing fear of immediate physical harm; attempting, with unlawful force, to inflict bodily injury, accompanied by the apparent present ability to give effect to the attempt. May include sexual assault. (Also see Threat of Violence) | Minor/First Serious/Rep | 3 — 5 5 |
| | | If Staff | (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 | 3 — 5 4 — 5 |
| | | If Staff | 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 |

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| ■ Level 1 Conferences | ■ Level 3 Suspension/Temporary Removal/Reassignment/Referral | ■ Level 5 Mandatory Expulsion |
| ■ Level 2 Interventions | ■ Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral | ■ Level 6 Mandatory one-yr Expulsion (weapons/firearms) |

See Discipline of Students with Disabilities for special procedures that apply to students on IEPs and Formal Section 504 Plans in "Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline"

| <i>Examples of conduct which violates expectations</i> | Definition | Occurrence | Levels min-max |
|--|---|---------------------------------------|---------------------------------|
| 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 |
| 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 (See Weapons) |
| 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 |

■ Level 1 Conferences ■ Level 3 Suspension/Temporary Removal/Reassignment/Referral ■ Level 5 Mandatory Expulsion
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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"

| <i>Examples of conduct which violates expectations</i> | Definition | Occurrence | Levels min-max |
|--|--|---|---|
| Sexual Harassment | Sexual advances, requests for sexual favors, other verbal or physical conduct, inappropriate touching. | Minor/First Serious/Rep | 1 – 2 3 – 4 |
| Tardiness | Failure to be in a place of instruction at the assigned time. | Minor/First Serious/Rep | 1 – 1 2 – 3 |
| Theft, Major | Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents. | Minor/First Serious/Rep | 2 – 4 3 – 4 |
| Theft, Minor | Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses or keys. | Minor/First Serious/Rep | 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 |
| 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 |

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| ▪ Level 1 Conferences | ▪ Level 3 Suspension/Temporary Removal/Reassignment/Referral | ▪ Level 5 Mandatory Expulsion |
| ▪ Level 2 Interventions | ▪ Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral | ▪ Level 6 Mandatory one-yr Expulsion (weapons/firearms) |
| See Discipline of Students with Disabilities for special procedures that apply to students on IEPs and Formal Section 504 Plans in "Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline" | | |

| <i>Examples of conduct which violates expectations</i> | Definition | Occurrence | Levels min-max |
|--|--|----------------------------|-----------------------|
| 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 |

| ALCOHOL/DRUG DISCIPLINARY MEASURES | | | |
|---|--|---|---|
| PREVIOUS VIOLATION | CURRENT VIOLATION | | DISCIPLINARY ACTION |
| If first violation was for... | Within the past 3 years, is this the 1st, 2nd, or 3rd finding? * | Was this violation for possession/use or transfer/sale? | Then the Disciplinary Action Level will be: |
| N/A | First | Possession/Use | Level A |
| N/A | | Transfer/Sale | Level B |
| 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, 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.

| | | |
|---|--|---|
| ▪ Level 1 Conferences | ▪ Level 3 Suspension/Temporary Removal/Reassignment/Referral | ▪ Level 5 Mandatory Expulsion |
| ▪ Level 2 Interventions | ▪ Level 4 Expulsion/Delayed Expulsion/Reassignment/Referral | ▪ Level 6 Mandatory one-yr Expulsion (weapons/firearms) |
| See Discipline of Students with Disabilities for special procedures that apply to students on IEPs and Formal Section 504 Plans in "Guide to Policies, Rules and Procedures on Student Responsibilities, Rights and Discipline" | | |

COMPLAINT PROCEDURES

Student and Parent/Guardian Complaint Procedures

Informal

If the problem relates to the classroom, the parent/guardian or student should first contact the classroom teacher or informally discuss the matter with the principal.

Formal

If a student or parent/guardian believes the school's staff has not followed specific laws or policy, a conference may be requested with the principal. Below are outlined the steps included in filing a formal complaint.

If the student or parent/guardian complaint relates to a student expulsion, expulsion appeal procedures should be used.

- **Level 1—Principal**

1. The parent/guardian or student sends a letter to or telephones the principal asking for a conference. The letter or call should give detailed information about the problem.
2. The principal arranges a conference. Teachers will be included if appropriate. The conference must be scheduled within seven (7) working days of the request. Interpreters may be requested by students or parent/guardians who cannot understand English.
3. The conference is held with the principal.
4. The principal sends a written decision in the home language to the parent/guardian or student with seven (7) working days of the conference. A copy of the decision is sent to the school's area director and appropriate staff members.

- **Level II—Area Director**

1. If dissatisfied with the principal's decision, the parent/guardian or student asks, in writing or by telephone, for a conference with the area directors within ten (10) working days of the principal's decision. The letter should give the reasons for dissatisfaction. A copy of the letter should be sent to the principal.
2. The area director arranges for a conference. An interpreter may be requested by students or parents/guardians who do not speak English. The conference must be scheduled within seven (7) working days of the request.
3. The conference is held with the area director. The principal will attend if this is considered necessary by the director.
4. The area director sends the principal/guardian or student a written decision within seven (7) working days after the conference. Copies of the decision are sent to the superintendent, the principal, the person making the complaint and appropriate staff members.

- **Level III—Superintendent/Board of Education**

1. If dissatisfied with the area director's decision, the parent/guardian or student asks for a review by the superintendent within ten (10) working days of that decision. The review request must state the reason why the review is being requested. A copy of the letter is

Sent to the area director.

2. The superintendent or his designee reviews the matter and may choose to hold a conference or a formal hearing. An interpreter may be requested by students or parents/guardians who do not speak English.
3. The superintendent makes a recommendation within seven (7) working days of receiving a report from the area director or within seven (7) working days after the conference. The superintendent sends his/her written recommendation to the school board.
4. The board will act on the recommendation on or before the date of its second regular meeting following receipt of the superintendent's recommendation.

Reference: 4.50.030-P

