

Portland High School Student Handbook:

Your guide to life at PHS



Portland High School, as part of the greater Portland Public School community, is responsible for ensuring a challenging, relevant, and joyful education that empowers every learner to make a difference in the world. We build relationships among families, educators and the community to promote the healthy development and academic achievement of every learner.

284 Cumberland Avenue, Portland, ME 04101

Telephone (207) 874-8250

Website: <https://phs.portlandschools.org/>

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Principal's Welcome

PHS is proud of its long, rich heritage. We celebrated our 200th anniversary in 2021! While so much about education has changed in our 200 year history - what hasn't changed is our commitment and dedication to our students. Each year we welcome students who have attended Portland Middle Schools, schools outside of Portland, outside of Maine and from many countries around the world. Our diverse community is vibrant and enhances our learning community. Welcome to Portland High School! We are happy to have you and glad you chose to spend your high school years with us and look forward to the year ahead!

During your time with us you will learn that our staff holds high expectations for all of our students while building positive and productive relationships and providing a variety of academic and extracurricular opportunities. Our students are encouraged to set personal and academic goals, to pursue college and career interests, and to demonstrate initiative, responsibility and leadership as productive members of their communities. There are a number of ways to get involved in our many clubs and activities. If you want to start a new club - please let us know! Many of the clubs we have were started by interest from students.

Our curriculum offerings reflect the core values of lifelong learning, equity, achievement, diversity and success. Students are encouraged to take advantage of all the opportunities Portland High School has to offer. We are proud of our students as they continue the Bulldog legacy of leaving their mark on the world.

The entire staff is committed to providing support to our students and their families. Please use this handbook as a reference guide to services, code of conduct and PHS resources.

Note to Students and Parents

Students and parents/guardians are responsible for reading and following the practices, guidelines and rules in this handbook. This handbook has been developed within the framework of the Board of Education's Policy Manual. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. The school administration reserves the right to make changes in the handbook without prior notice. The handbook is provided solely for the convenience of students, parents and staff, and the Portland Public Schools, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred. If you have any questions about this handbook, please contact me. PPS Policies are available at **www.portlandschools.org**.

Sheila Jepson, Principal

PHS Directory

Portland High School, 284 Cumberland Avenue, Portland, ME 04101
207-874-8250 -- Fax: 207-874-8248

PHS Leadership Team:

- Sheila Jepson, Principal
- Jade Costello, Assistant Principal, Grades 10 & 12, x7403
- Kimberly Holmes, Assistant Principal, Grades 9 & 11, x7402
- Lance Johnson, Co-Curricular Director, x7404

PHS Administrative Support Team:

- Cathie Martin, Administrative Assistant, x7406
- Anne Marie Bryce, Main Office and Attendance Secretary, x7405
- Co-Curricular Administrative Assistant, x7407

Student Services Team:

- Sarah Thompson, School Nurse, x7438
- Johannah Burdin, School Counselor x 7434
 - Last Names: A- De
- Victoria Caron, School Counselor x7432
 - Last Names: Di - Kh
- Laurie Medeiros, School Counselor x7436
 - Last Names: Ki-Pe
- Marisa Emerson, School Counselor x7446
 - Last Names: Ph - Z
- Sophie Payson-Rand, Social Worker x7439
 - Last Names: A-J
- Katie Small, Social Worker x7529
 - Last Names: K-Z
- Rebecca Stubbs, Social Worker x7439
 - Breath and Beach Programs
- Paula Hernandez, Social Worker x7444
- Liz Bryant, School Counseling Office Assistant and Registrar, x7410

School Hours of Operation

- Breakfast: 7:45-8:15
- School Hours: 8:20-2:50
- Early Release Wednesdays: 8:20 to 1:50
- Early Dismissal Wednesdays: 8:20-11:50

Who can help me with what?

Accident Reports	Sarah Thompson, School Nurse
Athletic Eligibility and Co-Curricular Info.	Lance Johnson, Co-Curricular Director
Attendance (daily)	Anne-Marie Bryce, Main Office
Attendance (long-term, truancy, etc.)	Assistant Principals, Main Office
Change of Address	Registrar, School Counseling Office
College Information/ Financial Aid	School Counseling Office
Course Selection	School Counseling Office
Discipline	Assistant Principals, Main Office
Dismissal	Anne-Marie Bryce, Main Office
Grading Questions and Homework	Classroom Teachers
Injury and Illness	Sarah Thompson, School Nurse
Library and Research	Susie Nick, Librarian
Lockers	Anne-Marie Bryce, Main Office
Lost and Found	Cafeteria
Lunch Assistance	Nancy McAdam, Cafeteria
Metro Pass Assistance	Anne-Marie Bryce, Main Office
Parking Permit (12th grades only)	Cathie Martin, Main Office
Requirements for Graduation	School Counseling Office
Summer School	School Counseling Office
Student Schedules	School Counseling Office
Textbook, Supply and Technology Fines	Anne-Marie Bryce, Main Office
Transcripts	Registrar, School Counseling Office
Transferring Schools	School Counseling Office
Use of School Facilities	Co-Curricular Administrative Asst., Main Office
Use of Auditorium	David Smith, Room 107
Work Permits (under 16yro)	School Counseling Office

PHS Daily Schedule for the 2021-22 School Year

Please note: PHS uses an alternating block schedule, with Blue Days and White Days alternating. In the event of a weather cancellation, the schedule will remain the same. Additionally, students are expected to be in their advisory at 8:20 and tardiness will impact extracurricular participation for that day; the warning bell will ring at 8:15.

Monday	Tuesday	Wednesday	Thursday	Friday
Advisory 8:20 - 8:30 Mandatory Check-in on Block 5 Expectation Announcements	Advisory 8:20 - 8:30 Mandatory Check-in on Block 5 Expectation Announcements	Block 1 8:20 - 9:20	Advisory 8:20 - 8:30 Mandatory Check-in on Block 5 Expectation Announcements	Advisory 8:20 - 8:30 Mandatory Check-in on Block 5 Expectation Announcements
Block 1 8:35 - 9:40	Block 1 8:35 - 9:40	Block 2 9:25 - 10:25	Block 1 8:35 - 9:40	Block 1 8:35 - 9:40
Block 2 9:45 - 10:50 PATHS dismissed @ 10:45 am	Block 2 9:45 - 10:50	Advisory 10:30 - 11:05	Block 2 9:45 - 10:50	Block 2 9:45 - 10:50
Lunch #1 10:55 - 11: 25 Block 3 11:30 - 12:35	Lunch #1 10:55 - 11: 25 Block 3 11:30 - 12:35	Lunch #1 11:10 - 11:40 Block 3 11:45 - 12:45	Lunch #1 10:55 - 11: 25 Block 3 11:30 - 12:35	Lunch #1 10:55 - 11: 25 Block 3 11:30 - 12:35
Block 3 10:55 - 12:00 Lunch #2 12:05 - 12:35	Block 3 10:55 - 12:00 Lunch #2 12:05 - 12:35	Block 3 11:10 - 12:10 Lunch #2 12:15 - 12:45	Block 3 10:55 - 12:00 Lunch #2 12:05 - 12:35	Block 3 10:55 - 12:00 Lunch #2 12:05 - 12:35
Block 4 12:40 - 1:45	Block 4 12:40 - 1:45	Block 4 12:50 - 1:50	Block 4 12:40 - 1:45	Block 4 12:40 - 1:45
Block 5/Learning Ctr 1:50 - 2:50 English Teacher Collaboration Time	Block 5/Learning Ctr 1:50 - 2:50 Jr./Sr Planning Soc. Studies Teacher Collaboration Time	EARLY RELEASE Teachers PD	Block 5/Learning Ctr 1:50 - 2:50 Jr./Sr Planning Math Teacher Collaboration Time	Block 5/Learning Ctr 1:50 - 2:50 Science Teacher Collaboration Time

Mission

Portland High School, as part of the greater Portland Public School community, is responsible for ensuring a challenging, relevant, and joyful education that empowers every learner to make a difference in the world. We build relationships among families, educators and the community to promote the healthy development and academic achievement of every learner.

At the center of this mission statement is our purpose: the achievement of every learner. All members of our community - students and staff - must be committed to the opportunity and experience of learning. Thus, when we make decisions about policies, course offerings, rules, goals, etc., we strive to always do it with this intention in our minds.

Bulldog Beliefs

The Bulldog Beliefs are what we expect of the entire learning community—students, teachers, and staff. They provide us with the language and the tools to achieve our mission. The Beliefs should serve as a guide for your behavior and your decision-making while you are a member of the PHS community.

The Bulldog Beliefs

1. We honor and encourage the right to learn and the right to teach.
2. We are present and engaged in our learning; we listen, ask questions, problem-solve and collaborate.
3. We are appropriate; we use words and behaviors that are safe and considerate of our school campus, other community members, and ourselves.
4. We are truthful; we communicate honestly and take accountability for our choices.
5. We are an agent of inclusion and of empowerment; we respect and celebrate everyone's identity and differences.

Rationale for our Behavioral Policy

Like all PHS policies, our behavior policy is directly linked to the goal of our mission statement. Our school rules are in place to ensure a safe learning environment and while it is necessary for all of us to be aware of the things that we should not be doing, it is more important to focus on what we should be doing. When you're presented with a difficult or confusing decision, we hope that you will use the Bulldog Beliefs as your guide.

Additionally, and as stated in Bulldog Belief #5, we strive to ensure that all members of the PHS community feel safe and welcomed. All PHS students, and all Portland Public School students, have the right to attend school free from discrimination and harassment, including sexual harassment, assault, and misconduct. More information about our bullying and harassment policies can be found in the Student Expectations and Discipline section of this handbook, but we also encourage students to access the *Students Speak Up* website if they need direct support in reporting and responding to potential incidents of bullying and/or harassment:

<https://speakup.portlandschools.org/>

ACADEMICS

Academic Honesty

As our global world becomes more interconnected, and our students have increasing access to online learning platforms and instantaneous information sharing, we believe that teaching students the importance of academic honesty is an integral part of our work at Portland High School. This work includes providing students with the tools and knowledge they need to ensure the integrity of their academic work, as well as understanding the consequences of academic dishonesty in high school and beyond. In every course, PHS teachers review basic definitions and expectations around plagiarism and cheating and provide students with common “pitfalls” in their content area. Our library staff also serves as a central resource for students about how to appropriately and effectively use resources to enhance their learning, research, and projects. Connected to Bulldog Belief #4, the following practices guide students and staff members in the area of academic honesty:

Grade 9:

Led by the PHS librarian, students will learn about the definitions of plagiarism and cheating, as well as common examples and “pitfalls” of cheating in the digital-age during Freshman English Classes (as well as in AEP and ELL 3 courses). 9th graders will also review academic honesty practices in Freshman Seminar Classes in the spring semester. In grade 9, the following consequences will be applied for violations of academic honesty:

- **First Offense:** Resubmission of the work with full credit with a teacher-guided review of why the work was considered plagiarized and HOWL Grade will be impacted at teacher discretion. Students will be asked to talk with their families about the incident and families will be expected to notify the teacher and the appropriate Assistant Principal that they were made aware of the incident within one week of the infraction.
- **Second Offense:** Resubmission for partial credit with a teacher-guided review of why the work was considered plagiarized and HOWL grade will be impacted at teacher discretion. The teacher will notify the appropriate assistant principal of the offense and the assistant principal will conference directly with the family.
- **Third Offense:** The student will receive no credit for the work, the HOWL grade will be impacted by teacher discretion, the teacher will notify the appropriate assistant principal, and the assistant principal will conference with the family.

Grade 10:

Led by the PHS librarian, students will learn about the definitions of plagiarism and cheating, as well as common examples and “pitfalls” of cheating in the digital-age during Sophomore English Classes (as well as in AEP and ELL 3 courses). In grade 10, the following consequences will be applied for violations of academic honesty:

- **First Offense:** Resubmission of the work for partial credit with a teacher-guided review of why the work was considered plagiarized and HOWL Grade will be impacted at teacher discretion. Students will be asked to talk with their families about the incident and families will be expected to notify the teacher and the appropriate Assistant Principal that they were made aware of the incident within one week of the infraction.

- **Second Offense:** The student will receive no credit for the work, the HOWL grade will be impacted by teacher discretion, the teacher will notify the appropriate assistant principal, and the assistant principal will conference with the family.
- **Third Offense:** The student will receive no credit for the work, the HOWL grade will be impacted by teacher discretion, the teacher will notify the appropriate assistant principal, and the assistant principal will conference with the family. At the discretion of the PHS administration, and in consideration of the severity of the offense(s), students may also be subject to other disciplinary measures, or expected to demonstrate their understanding of academic dishonesty in order to receive credit in a course.

Grades 11 and 12:

In grade 11, students will review the definitions of plagiarism and cheating, as well as explore common examples and “pitfalls” in specific content areas during English, social studies, science, world language and math courses. In grade 12, students will review academic honesty expectations during Senior English classes. In grades 11 and 12, the following consequences will be applied for violations of academic honesty:

- **First Offense:** The student will receive no credit for the work, the HOWL grade will be impacted by teacher discretion, and the teacher will notify the appropriate assistant principal. Students will be asked to talk with their families about the incident and families will be expected to notify the teacher and the appropriate Assistant Principal that they were made aware of the incident within one week of the infraction.
- **Additional Offenses:** The student will receive no credit for the work, the HOWL grade will be impacted by teacher discretion, the teacher will notify the appropriate assistant principal, and the assistant principal will conference with the family. At the discretion of the PHS administration, and in consideration of the severity of the offense(s), students may also be subject to other disciplinary measures, or expected to demonstrate their understanding of academic dishonesty in order to receive credit in a course.

Other practices to note:

- If a student accrues three violations of academic honesty at PHS, they will not be considered eligible for local scholarships during their graduation year.
- A single violation of academic honesty (during any year) will not be reviewed or considered during the National Honor Society application process (unless considered egregious by the PHS administration); multiple instances will be considered.
- Teachers are expected to report all violations of academic honesty in order for administrators to monitor students through these progressive practices. However, there is a wide range in the severity of academic honesty issues, and teachers are supported and encouraged to use their discretion in capitalizing on isolated and minor, “teachable moments” (citation errors, paraphrasing, etc.).

Add-Drop Period for Courses

An add/drop period is scheduled for five days at the beginning of each semester. This allows for students to make adjustments to their schedule to better fit their interests and goals.

After the add/drop period, students may drop a class only as a last resort and if the remaining schedule includes at least 12 credits. The following process applies in this case:

1. The student must meet with their school counselor to discuss the proposed change, and receive a Schedule Change Form, if appropriate.
2. The student must meet with the teacher affected by the change, ask for approval and return, if applicable, any books or materials owed. If a teacher disagrees with the proposed change it should be noted on the form.
3. The student must discuss the change with their family. If applicable, a parent or guardian must sign the Schedule Change Form.
4. The student must return the completed Schedule Change form to their school counselor before any change is made.

During the first eight weeks of school, changes made to any year-long class (four weeks for a semester class) will not be recorded on the transcript. If a student drops a year-long class after the first quarter (or a semester course after four weeks), a WP (withdraw pass) or WF (withdraw fail) will be recorded on the student's transcript. If a student withdraws during the last four weeks of a class, W (withdraw) and the current grade will appear on the transcript and the grade will factor into the student's GPA.

Age 20

PHS students are subject to all school rules and regulations regardless of age and parental/guardian signatures for specific activities/forms will be required of all students. Any student who turns 20 years old prior to July 1st may not attend Portland High School or participate in graduation exercises, however, students can continue to work towards their graduation requirements through other institutions and programs (Adult Education, USM, SMCC, etc.) and, upon completion of all requirements, they may receive a Portland High School diploma if they had 25 or more credits earned prior to leaving/aging out. If they had less than 25 credits, they will receive a diploma from the program they entered after leaving PHS.

Course Offerings

A detailed, full-listing of courses and learning opportunities at PHS can be found at: <https://phs.portlandschools.org/> - students should work with their teachers, school counselors and families to make personalized and challenging decisions about course selection.

- **Advanced Placement Courses:** The Advanced Placement (AP) program allows students the opportunity to engage in college level courses and possibly earn college credit while attending Portland High School. At the conclusion of the course, students have the opportunity to take the corresponding AP exam in May, on a date set by the College Board. Students who earn a score of three (3) or higher on the AP exam may be eligible for advanced placement or course credits at many colleges and universities in the United States. **Any student who is capable of and wishes to take advanced placement courses is permitted to do so.** It is important to note that AP courses require students to make a commitment to meeting individual course requirements, which include, but are not

limited to, completing summer work, meeting certain prerequisites for enrollment, and devoting considerable homework time to independent reading, writing and research assignments.

- **Honors Level Courses:** Honor level courses are open to all students and offer a challenging educational environment. Students will tackle reading materials that are above grade-level, are pushed to write with technical skill and fluency, and expected work independently on a variety of papers, projects, research assignments, and class presentations. Strong critical thinking, literary analysis, and independent interpretation are important at the honors level.
- **College Preparatory Courses:** College preparatory courses seek to make students competitive for future educational and career choices. Students are asked to read a variety of grade-appropriate literary selections and to develop the ability to critically analyze them. Course work emphasizes the refinement of writing, speaking and listening skills through the regular assignment of essays, projects, and in-class presentations. Daily homework reinforces classroom instruction and students are expected to become independent learners.
- **Alternative Credit Option/Alternative Education Program:** Alternative Credit Option (ACO/AEP) is a program that offers the four core subject areas for students who are struggling to stay on track to graduate in four years. Following a humanities model, students are able to receive English and Social Studies credit in the same class. Students can also access a science curriculum which ranges from Earth Science to Physics while also studying current scientific issues in Fundamentals of Science. The Alternative Math program is individualized for each student and can range from Pre-Algebra to Algebra 2. In addition to the core academic classes, ACO Independent allows students enrolled in ACO the opportunity to recover credit with access to instructional support. A flexible and supportive atmosphere is maintained in this program but there is a strong emphasis placed on student responsibility. The program format minimizes social pressures in the academic setting but group discussions are an expectation and an integral part of the courses. Students will be expected to apply to and pursue post-secondary opportunities.
- **Independent Study Courses:** Portland High School students may take up to **four credits** of independent study to be counted as elective credit toward their graduation requirements. Independent studies must be approved by the school principal.

Credit for Outside Courses/Early College

11th and 12th grade students attending Portland High School sometimes opt to take courses at nearby colleges.

- Students are eligible to participate in the Early Studies Program at USM if they are at least 16 years old, have a B average and meet SAT/PSAT score requirements.
- Students are eligible to participate in the SMCC Tuition Assistance Program if they have a B average and a qualifying Accuplacer and/or SAT score.
- Students are eligible to participate in the Saint Joseph's College of Maine which also offers an Early Scholars Program.

- These programs may carry a minimal financial cost to students if they take the course during the academic year. Early college grades will be posted on the PHS transcript but are not counted toward GPA.

Early College Transcripts

For students taking Early College courses, the course(s) will appear on their high school transcript and the course grade will appear on the high school transcript as reported by the college. Unlike AP and AP4ALL courses, the early college grade will not be included in GPA or class rank.

Early Graduation

Students are encouraged to take advantage of the variety of courses available to them and to spend four years completing their high school experience. In special circumstances, it is possible to meet graduation requirements in less time. Any student who is contemplating graduation in less than four years must meet with their school counselor to discuss their plan and then obtain approval from the Principal (*reference Board Policies NESPN/NSBA Code: JEA and NEPN/NSBA Code: IKF*).

Exams

Mid-year and final exams are administered each year during examination schedules. These exams count up to 20% of the semester grade. Families and students must prioritize attendance during the exam days. If a student has an excused absence on the date of a scheduled exam, the student and family should communicate with the teacher (and appropriate Assistant Principal if need be) and create a plan to satisfy make-up expectations on the first day the student returns to school.

Exchange Programs

Students who wish to participate in an exchange program during their high school career should notify the Principal and meet with their school counselor for academic planning. After the program has ended, the student is responsible for submitting their transcript as proof of coursework during the program. Counselors will update the student's PHS transcript accordingly; most grades will be converted to Pass/Fail unless clear grades are identified on an official transcript from the exchange school/program.

Extra Help

As part of the new 2021-22 schedule, each teacher will be available three times a week during Student Learning Center/Block 5 (from 1:50-2:50) to offer individual and small group support to students, as well as to offer some enrichment and deeper learning opportunities. Teachers are available for help before school and after school on specific days by appointment.

Full-Time Student Status

In order to be considered as a full-time student at Portland High School, a student must carry and attend a minimum of five academic courses each semester. Athletic eligibility is based on students being enrolled as full time students.

Graduation Requirements

The Board of Education has established that each PPS student must earn 41 Credits/21 Units of Proficiency to participate in graduation exercises and receive a high school diploma. The 41 Credits/21 Units of Proficiency are typically earned over a four-year period. All course credits and requirements must be completed in order for students to participate in senior farewell and graduation exercises. Students earn two credits for completion of a year-long course and one-credit for completion of a semester-long course.

Graduation requirements are as follows: Accrue at least 21 Units of Proficiency (UP) by demonstrating proficiency for all standards taught in a course or eligible learning experience.

Content area requirements for UPs are as follows:

- 4 UPs in English -- (4 English classes and the equivalent of 8 credits)
- 3 UPs in Math -- (3 math classes and the equivalent of 6 credits)
- 3 UPs in Science/Technology -- (3 science classes and the equivalent of 6 credits)
- 3 UPs in Social Studies -- (3 SS classes and the equivalent of 6 credits)
- 1 UP in each of: Arts, PE, and Health
- 5 Student Choice UPs
- Capstone

As noted above, an UP is awarded when a student has demonstrated proficiency on every standard in a course or eligible learning experience (a learning experience is an educational experience that differs in format from a course offered at a Portland Public Schools). Learning experiences may include: *early college/dual enrollment courses, career and technical education programming, online/virtual learning, apprenticeships, internships, fieldwork, community service, exchange programs, independent study, alternative education/"at-risk" programming, adult education courses, or other Portland Public Schools approved measures of proficiency.*

Other considerations: In order to be considered a full-time student, 12th graders must maintain a schedule equivalent to twelve credits (6 classes). It is strongly recommended that college preparatory students have a minimum of two years of a world language. World language credit is considered elective credit. If a student fails a required course, it is essential that the student immediately develop a plan with their school counselor for maintaining progress towards graduation. Repeating the course, attending summer school, and/or enrolling in a college course are possible course make-up options (*reference Board Policies IKF and IKF-R to see the comprehensive graduation requirements for Portland Public School students*).

Habits of Work and Learning (HOWLs)

At PHS, we separate out Habits of Work and Learning from students' academic grades. In each course, students will be assessed on Habits of Work and Learning in the areas of Preparedness and Engagement in Learning. These scores will appear in the grade book and may count toward the students' overall grade in a class.

Infinite Campus: Monitoring Academic Progress

Infinite Campus (IC) is our web-based student information portal where students and families can get up-to-date information about student attendance, grades and academic progress, as well credit status towards graduation. You can access the IC account by following these steps:

- Step 1: Go to this link: <http://www.portlandschools.org>
- Step 2: Click on "Infinite Campus Portal" under Parent/Student
- Step 3: Enter the student's username & password (see your school counselor if you need this information)

Infinite Campus also has two new and improved mobile apps: Campus Student (for students) and Campus Parent (for parents and guardians). You can download the apps for real-time access to grades, assignments, attendance, schedules, announcements and more. When you go to your App Store, search for "Campus Student" or "Campus Parent". If you are using the old Infinite Campus app on your mobile device, please download the new app. The old app was removed from the app store in the summer of 2019. If you have any additional questions about IC, please direct them to inquiry@portlandschools.org. Also, If you do not have a login to access Infinite Campus, contact Cathie Martin at martic@portlandschools.org

National Honor Society (NHS)

11th and 12th graders who meet the academic standard for entry into the National Honor Society will receive application packets. Students must complete and return packets by the stated deadline to be considered for NHS induction and the induction usually occurs in late April. Scholarship, character, leadership and service make up the four criteria for selection. If a student is not inducted, and feels that the decision is unjust, the student may file an appeal with the principal. The principal's decision in the appeal is final.

Process of Selection: The PHS Faculty Council will make an educated decision based on the four criteria for selection into the NHS: scholarship, character, leadership and service.

- **Scholarship:** Students must have a rolling cumulative GPA (5 semesters for juniors and 7 semesters for seniors) of a 93 or above.
- **Service:**
 - Service to school or community: Students must participate in at least **2** Portland High or community activities to be considered. One of those activities must be a Portland High activity (please note that Key Club counts towards community service).

- **Leadership:** Students must show that they are a leader in the school and/or community.
 - Sample activities that count towards showing leadership: Class Officer, Executive Board, Officer/Leader (suggestion) of a Club or Activity at PHS, Student Council, School Board Representative, Team Captain, Youth Engagement Program Leader/Facilitator, Interpreter for students, staff or family, Open House/8th grade recruiting help
 - Classroom, workplace, and non formalized leadership roles will be included on the application as a check off and including a brief description.
- **Character:** Any student, who has not followed the PHS code of conduct, and/or has been suspended during their time at PHS, will not be automatically excluded. Students may be considered by the faculty council for NHS if they have shown consistent behavioral improvement.
 - Staff will give input towards a student’s character. Staff may reflect on how a student conducts themselves in class, on a sports team or club, during an activity or out in the community.

Parent -Teacher Conferences

Parent Teacher Conferences are normally held during each semester of the school year. Specific information is sent home about the schedule and process, which families can access online. Parents/guardians may always request additional conversations/meetings with teachers and/or staff members throughout the year by reaching out directly to the appropriate staff members. Assistant principals, school counselors, and case managers can also help to coordinate student support meetings.

Portland Arts and Technology High School (PATHS)

Portland Arts & Technology High School (PATHS) is open to all students in grades 9-12. PATHS courses are designed for all students who are serious about gaining new skills and knowledge through applied “minds-on/hands-on learning”. These classes are designed for career bound and college (post-secondary) bound students and are an extension of their high school schedule. PATHS classes count toward PHS graduation requirements, similar to any other PHS course. PATHS programs combine classroom theory and instruction, extensive labs, shop projects and community-based internships to give students real life experience towards a career path.

Students are bussed to and from PATHS from PHS. Interested students should see their school counselor to arrange a visit and complete an application. Specific questions about programs offered can be answered by calling the PATHS counseling office at **P.A.T.H.S (874-8165)** or **visiting the website at paths.portlandschools.org.**

Rank in Class

Class rank or standing is determined by calculating the average of all courses taken by the student, starting in their 9th grade year through their year of graduation. A system of weighted

grades is used in this process (Advanced Placement and honors classes receive more weight than other courses). School counselors can provide students and families with more detailed information about how class rank/standing is calculated. Please note that home-schooled students are not computed in class rank/standing.

- **Valedictorian/Salutatorian Selection:** The Valedictorian of the graduating class is the student who earns the highest grade point average over their high school career. The Salutatorian is the student with the second highest grade point average. Grade point averages are determined by calculating a weighted average of student grades for the first seven semesters of high school. Only students who have been enrolled and have attended PHS for two consecutive years prior to graduation are eligible for the designation of Valedictorian or Salutatorian.
- **Brown Medal Selection:** Beginning with the graduating class of 2022, Brown Medals will be given to the 10 students with the highest grade point average in the graduating class.

Report Cards

PHS does not print and distribute student report cards, but all academic progress is available any time through Infinite Campus. Students and families can request a printed progress report, report card, or transcript at any time during the academic year, and periodic progress reports are emailed to families throughout the year.

SAT and PSAT Testing

At PHS we offer the PSAT to all 11th graders in the fall during the school day and the SAT to 11th graders in the spring during the school day. If students wish to take these exams more than once, they should connect with their school counselor to explore other regional testing sites, or visit the College Board website. 11th graders and families should also be aware that the Maine Department of Education requires students to participate in the NWEA Math and English tests in both the fall and spring in order to monitor school-wide academic progress across the state. These exams will take place during class periods.

Senior Privilege

Eligible seniors are able to take advantage of early release/late arrival when they have a study hall during the first or last period of the day. A "Senior Privilege Form" must be completed, signed and approved by the appropriate Assistant Principal. This privilege can be revoked at any time by an administrator or a parent/guardian. In order to maintain the privilege, a student must maintain an 85 average or above in all classes and have a strong attendance record. If a teacher schedules a student during Student Learning Center, it is the student's obligation to attend and failure to do so could result in the privilege being revoked. Also, requests for course schedule changes will not be accommodated to build in more open blocks just for the purposes of adding privilege blocks. Additionally, all seniors are required to attend class meetings and assemblies.

Special Education Services

Identified students may earn a regular diploma by fulfilling state and local requirements as specified by the goals and objectives of their Individual Education Plan (IEP). Students who demonstrate proficiency in Portland Public Schools' graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

Study Halls

Many PHS students have study halls within their 8-block schedule. Students are encouraged to make effective use of study hall time for completing homework, studying for exams, completing research, and accessing teachers (if available), social workers, and school counselors as needed. The following behavioral expectations are expected during study halls:

- One student at a time is allowed to sign out of a study hall for bathroom use; when a student returns another, another student may leave.
- If a student is planning to meet with a specific teacher for extra help during a study hall, they must present a pass from that teacher to the study hall teacher before signing out.
- If a student is planning to go to the library during a study hall, they must sign out and maintain appropriate behavior in that setting, otherwise they will not be allowed to use the library during their study hall block.
- In accordance with Bulldog Belief #1, students should be respectful and courteous to each other during study halls, maintaining a quiet and distraction-free study environment.
- Students should be aware that study hall teachers and staff are a valuable resource; students are encouraged to ask them for help and support with their academics.
- During student halls, cards games, games of chance, and gambling are not allowed.

Textbooks

At PHS, some of our courses require the use of textbooks, workbooks and novels - such books are loaned to students for use during the academic year. Textbooks should be covered, and all books should be kept clean and handled with care. Students are responsible for the books, are expected to return them at the end of the semester or year, and will be required to pay for the book(s) if they are lost or damaged.

WINNME

Every student and staff member at PHS has a WINNME account, which can be accessed on Chromebooks and smartphones. WINNME can serve many helpful purposes, but at PHS we use it primarily to schedule students for academic support and enrichment during Student Learning Center/Block 5. Students will be reminded to check WINNME for scheduling and communication during their advisory period, and advisors can help students if they are having trouble setting up or accessing their WINNME accounts.

STUDENT SUPPORT

Attendance

Compulsory School Attendance (per School Board Policy JEA): Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry.

- Compulsory Attendance Ages: Under state law, full-time attendance at school is required of every child between the ages of 7 and under 17, unless he/she has received a high school diploma or its equivalent.
- Excusable Absences from School: A person's absence from school is excused when the absence is for one of the following reasons:
 - Personal illness; an appointment with a health professional that must be made during the regular school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family emergency; a planned absence for a personal or educational purpose which has been approved; or education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by an IEP or other education plan or Superintendents' agreement.

PHS Attendance Practices: In alignment with Bulldog Belief #2, the purpose of having attendance guidelines is to ensure that PHS students experience academic growth and success, maintain a strong attendance record, and comply with Maine school attendance laws. PHS recognizes the critical relationship between consistent school attendance and academic achievement. The direct instruction, targeted academic support, enrichment activities, group discussions and explorations, and ongoing assessments that take place in classes are essential components of the educational process.

At PHS, daily attendance is taken promptly at 8:40AM and throughout the school day, attendance is taken at the start of each class. Once a student arrives at school, they are expected to be in their assigned classes, including study halls and Learning Center blocks. Students should not be loitering in the hallways or other spaces during class times, including those with senior privileges or other late arrival or early release circumstances and any student who is in the hall should have a pass from a teacher or staff member. Any student in the hallway during a class time may be asked to show their pass, and give their name, to any staff member and failure to do so could result in disciplinary action.

Students who are absent must make sure that a parent/guardian notifies the school by phone between the hours of 7:30 a.m. and 9:00 a.m. If circumstances prohibit a parent/guardian from making a phone call, a note or email to brycea@portlandschools.org excusing the absence will be accepted within twenty-four (24) hours of the absence day. Students attending

appointments during the school day must bring documentation of the appointment to the Main Office. Students are expected to partner with their teachers to arrange and complete make-up work from time out of school and teachers are authorized to establish deadlines for submissions of make-up work and failure of the student to meet such deadlines may result in loss of credit for the assignment(s).

Dismissals: For expected dismissals during the school day, students should check in with an administrative assistant in the Main Office before the start of that school day; the student will be given a note to give to the appropriate teacher. Also, students must sign out in the Main Office at the time of dismissal. At PHS, parents/guardians can email Ann-Marie Bryce at bryce@portlandschools.org to request dismissal and Ms. Bryce will print the email for the student file and will respond to confirm receipt. If there is not a response to the email within a reasonable amount of time, Ms. Bryce may be out for the day or there may be technical difficulties. In that event, please call the school to request student dismissal at 874-8250. Please note that, in order to ensure safety, students may not leave PHS during the school day without going through the proper dismissal procedures and without the permission of a parent/guardian and an administrator, school nurse or administrative assistant.

If a student becomes ill during the school day, they must report to the school nurse or, if the nurse is not available, to one of the assistant principals. Students who are ill may not leave the building until the school nurse, an administrator, or administrative assistant contacts a parent/guardian for permission. Students leaving school without permission will be subject to disciplinary action.

Other important things to note about PHS attendance practices include:

- If a student misses more than 30 minutes of a block, the student accumulates an absence for the class.
- School personnel, other than administrators, may not excuse students from a class. Students are expected to meet with school counselors, social workers, or other teachers during study halls, Learning Center, lunch, or before and after school.
- Students who live with a parent or legal guardian may not dismiss themselves even if they are 18 years or older. Students are only able to dismiss themselves if they have been given that approval by a PHS administrator.
- If a student is marked absent for any part of the school day, the computerized attendance program will notify the student's household with a robocall.
- When a student is absent from school or misses any part of the school day, it will result in missing practices/games/other co-curricular activities, unless the absence is approved by the Co-Curricular Director or another administrator.
- Students who are late to school may be required to serve a lunch detention that day. Students with a legitimate reason for arriving late (as determined by a PHS administrator) will report directly to the Main Office to obtain a late pass.

Interpreters/Translation

PHS recognizes the needs of students and families who are deaf or hard-of-hearing, and of our linguistic and cultural minority families who are limited English proficient (LEP). In order to ensure equal access to public education, Portland Public Schools is committed to providing access to interpreter and translation services during school hours for all students and/or family members who have legal access to the student(s) and who need such services for school business.

Metro Transportation

During the COVID19 pandemic, many things changed regarding Metro transportation for our students. As we start the 2021-22 school year, students should be aware of the following:

- All incoming 9th graders were issued Metro cards at the end of 8th grade and should use those cards to ride the Metro. If a student did not receive a card, they need to contact Ann-Marie Bryce in the Main Office.
- Last year, all incoming 10th, 11th and 12th graders were instructed to download the TouchPass Transit app on their smartphones (available in the App Store or on Google Play). If students need support with downloading the app, advisors will review the process during the first week of school, and Julia Pazniokas in the Main Office is available to assist students who need more support.
 - If a student does not have a smartphone, they can request a Metro card with Ann-Marie Bryce in the Main Office.

Peer Tutoring

The peer tutoring program at PHS matches student tutor volunteers with students who have been referred or who have requested assistance in specific subjects. Peer tutoring occurs during study halls, Learning Center, and/or after school.

Portland Mentoring Alliance Program

The Portland Mentoring Alliance matches adult volunteers in the Greater Portland community with students who have requested a mentor. The program focuses on creating a supportive mentoring relationship that supports academic success, post-secondary planning, and socialization as experienced in a one-on-one relationship. A mentor serves as a consistent, reliable role model and a trusted friend to a student. The relationship provides the mentor an opportunity to share professional and personal interests and provides the student college/career guidance. A mentor meets with their mentee for a minimum of one hour per week for one school year. Please visit the Mentoring Alliance space at PHS in Room 109 if you are interested in learning more or applying for a mentor.

School-Based Health Clinic

The school-based health clinic, operated by the City of Portland, is located on the ground floor of PHS. Services offered at the clinic include treatment of acute health conditions (i.e. sore throat, rash), management of chronic conditions (asthma, acne), testing and treatment of sexually-transmitted infections, birth control (including annual exams), physical exams, sports physicals and immunizations. Physicians, nurse practitioners, dentists and a clinic assistant are on staff.

To be seen at the School-based Health Clinic the student must have: 1) a signed parental permission, and 2) a scheduled appointment made by the PHS school nurse. The phone number to the clinic is 756-8418.

School Counseling Services

PHS school counselors provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. School counselors are a vital link to the academic, career and social development for all students and provide support to students through classroom guidance lessons, small group sessions, individual meetings, consultation with families and teachers, and through collaboration with other community resources. School counselors advocate for the needs of all students by providing guidance and support to maximize each student's potential and academic achievement. The needs of students are best served with a partnership between school, home, and community. As noted earlier in the handbook, our school counselors are assigned to students by their last name and those assignments are listed again below:

- Johannah Burdin, School Counselor & Director: last names A-De
- Victoria Caron, School Counselor: last names Di-Kh
- Laurie Medeiros, School Counselor: last names Ki-Pe
- Marisa Emerson, School Counselor: last names Ph-Z

School Nurse and Health Office

The nurse is available on a regular schedule to assist students with their health needs and to answer health-related questions. The school nurse, Sarah Thompson, can be reached at 874-8250 x7438 or at thompsar@portlandschools.org.

Health Screenings and Physical Examinations: Students must have a physical examination every two years in order to participate in school-sponsored athletic programs. Evidence of a physical exam must be signed by a healthcare provider and given to school staff before a student will be allowed to participate. Physical examinations can be scheduled at the Portland High Student Health Center through the school nurse. Vision screenings are completed in Grade 9. A vision or hearing screening may be conducted at the request of staff, students, or families.

Immunizations: Maine law requires all students to receive the following immunizations: four polio (one after the first birthday), five DPT (diphtheria/pertussis/tetanus) or DT, two German measles/rubella, mumps, and measles. Students must also provide documentation of chicken

pox disease (varicella) or immunization from their health care provider. Students may be exempted from this requirement due either to a physician's statement that one or more of the immunizations would be medically inadvisable, or to a parent's or guardian's statement in writing that the family is opposed to immunization given its sincere religious, moral, or philosophical beliefs. However, both the superintendent and public health officials retain the right to exclude from school any student who has not been immunized and who poses a danger to the health of others (e.g. one who has contracted a communicable disease) (*reference Board Policy: NEPN/NSBA*).

Medication: If a student is required to take medication during the school day then parents/guardians are required to contact our school nurse to complete all necessary paperwork and procedures. "Administration" means the provision of prescribed medication to a student according to the orders of a healthcare provider. A student with asthma, severe allergies and diabetes may carry and self-administer medications necessary for the treatment of that condition. The medications must be prescribed and approved for independent use by a healthcare provider. All medical needs must be documented and properly monitored by our school nurse (*reference Board Policy: NEPN/NSBA Code: JLCD*).

Special Education/504

The Portland Board of Education has adopted a complete set of policies related to special education services and can be referenced at:

- https://www.portlandschools.org/board_of_education/board_policies

Referrals for special education may be made at the school and families are encouraged to reach out to an administrator or a school counselor for more information about the referral process. Any student who has a disability or a mental or physical impairment which substantially limits a major life activity may be referred for services under section 504; assistant principals are the 504 case managers at PHS and can be contacted about the 504 referral process.

Social Workers

At PHS, our social workers support and counsel referred students and their families. They also coordinate various services for the student within the school and the Greater Portland community. Students often connect with social workers when they need support with academic, attendance, social, emotional and personal issues. As noted earlier in the handbook, our social workers are assigned to students by their last name and those assignments are listed again below:

- Sophie Payson, Social Worker: last names A-J
- Katie Small, Social Worker: last names K-Z
- Rebecca Stubbs, Social Worker: Breath and Beach Programs
- Paula Hernandez, Social Worker

Student Learning Center (SLC)

At PHS, we believe in providing students with personalized, targeted and extended support in order to maximize their learning. Acting on this belief, we have embedded a structure into our daily schedule that allows students to access teachers outside of the traditional class period for individual and small group intervention. This opportunity happens during Block 5 on Mondays, Tuesdays, Thursdays and Fridays from 1:50-2:50PM and it is a mandatory attendance block. Students are scheduled with teachers and staff members for SLC through their WINNME accounts.

Student Records Access

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records. These include:

- Inspection and review of educational records
- Request an amendment of the student's education records to ensure they are not inaccurate, misleading, or in violation of the student's right to privacy
- Consent to disclosure of educational records, except in circumstances as permitted by law
- School officials with legitimate educational interests may disclose to school officials with a "legitimate educational interest"
- Military Recruiters/Institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students
- Complaints regarding school department compliance with FERPA who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education (*reference Board Policy: NEPN/NSBA Code: JRA*).

Transfer Students

Parents/guardians of students transferring to PHS from an outside school system are required to complete a registration packet online (please contact our registrar at bryane@portlandschools.org for details) and to provide all required documentation.

Families who move out of Portland, or who are planning to send their student to a non-PPS school will be required to complete a registration packet at the new school, and then PPS will send the student's educational records to the new school. All devices, library books, textbooks, and other school property assigned to the student must be returned before the student transfers or the parents/guardians will be billed. In order to make the transition effective and smooth for the student and family, PHS does encourage families to notify the school of a pending transfer a few weeks ahead of time when possible.

Students looking to transfer to PHS from Deering High School or Casco Bay High School must contact the principal directly and schedule a meeting about their proposed transfer. Please

note, PHS does not normally accept internal transfer students unless the transfer is taking place at the start of the school year, or at the start of a new semester. Any student wishing to transfer during the academic year must obtain approval for the transfer from the administrators at both high schools.

Truancy

Per School Board Policies NEPN/NSBA, Code: JHB, a student is considered truant if the student:

- Is subject to the compulsory attendance law; and
- Has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year; or
- Is at least seven years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year. Truancy under this paragraph is considered “child abuse and neglect” under Maine law and is reportable to the Department of Health and Human Services.

Work Permits

Any student under the age of sixteen must obtain a work permit prior to employment. Paperwork to apply for the work permit can be obtained in the School Counseling Office and students must have the “promise of a job” prior to submitting the paperwork.

STUDENT EXPECTATIONS AND DISCIPLINE

As supported in our Bulldog Beliefs on **Page 7 of this handbook**, it is essential for schools to maintain a safe and orderly environment which supports student learning and personal growth. All students are expected to conduct themselves in a manner consistent with these core values and in a manner that maintains the safety and productiveness of the learning environment, both for themselves and for the other members of their school community. This includes adhering to all Federal, State, and local laws, as well as adhering to all other Board policies and building-level expectations. This expectation applies to students:

- on school or district property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school, including but not limited to cyber-communications.

Below are some general examples of expectations the Board considers fundamental to a safe learning environment in our schools. While these expectations are for students, adults in schools should also be modeling these expectations. Building leaders are expected to adapt and elaborate on these expectations in a manner appropriate to their context and responsive to their full community’s needs, values, and cultural backgrounds.

- Respect the rights and dignity of all school community members.
- Interrupt discrimination and inequity.

- Refrain from verbal, emotional, or physical violence.
- Follow reasonable requests.
- Arrive on time, attend all classes, and complete assigned work.
- Refrain from cheating or plagiarizing the work of others.
- Respect the property of others, including school property and facilities.
- Refrain from vulgarity, profanity, obscenity, lewdness and indecency.
- Adhere to all applicable Federal, State, and local laws.

The Board policies referenced at the end of this document provide guidance for prevention of and response to non-expected behaviors, as well as the cultivation of expected behaviors. Students, families, and others should refer to these and to student handbooks for more information. In case of an inconsistency between Board policies and handbooks, Board policies will prevail (*reference Board Policy: NEPN/NSBA Code: JIC*).

Alcohol and Drug Abuse

School policy prohibits anyone from selling, supplying, giving or attempting to sell any person drugs, alcohol, “look-alike” drugs or drug paraphernalia. Students are prohibited from using or being under the influence of drugs or alcohol. Inhaled substances such as glue, aerosol paint or any other chemical substance are included in this policy. In addition, prescription medication is not to be taken without authorization of a family doctor and/or the school nurse.

Students exhibiting behaviors, which may indicate drug or alcohol possession or use, will be reported to the administration and excluded from class, instructional areas, or programs in progress. The student’s parent or guardian will be notified immediately. Any necessary medical attention will be at the parent/guardian expense. If the student appears to be dangerous to others, Police Department assistance may be requested. Should the student not need medical attention and not present an imminent danger to themselves or others, the student will be released from school in the custody of their parent or guardian (*reference Board Policy: NEPN/NSBA Code: JICH-R*).

Bomb Threats

The School Committee recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action (*reference Board Policy: NEPN/NSBA Code: EBCC*).

Bullying and Cyber-Bullying

Bullying is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

Prohibited Behavior: The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who, after an investigation by the principal or designee of the Superintendent, is found to have engaged in any of the prohibited behaviors that constitutes bullying shall be subject to consequences.

Bullying and Cyberbullying Defined:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

- a. Physically harming a student or damaging a student's property; or
- b. Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by:

- a. Creating an intimidating or hostile educational environment for the student; or
- b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting an act of bullying when it is not made in good faith.

Students and families can learn more about the application of the PPS Bullying policy, reporting practices, and response practices by referencing the PPS Board Policy NEPN/NSBA Code: JICK.

Detentions

Students who violate the rules and policies in this handbook may be subject to detention at the discretion of a teacher, administrator, or administrative designee. These violations include, but are not limited to, unexcused tardiness and class cuts. For teacher detentions, the length of time may vary. Office detentions are held after school for approximately 30 minutes. Typically, each detention is a quiet study in a designated room. Students assigned detention should bring homework or other academic activities to work on. A student who fails to serve detention or who disrupts a detention session will be subject to further discipline. A student will be excused from detention only if an administrator receives notification from the parent/guardian for a valid reason (as determined by the administrator) no later than 2PM on the day scheduled for detention and the detention will be rescheduled for the next detention period. Job obligations, not having a ride, club meetings, and athletics practices or games are **NOT** acceptable reasons for missing a detention.

The following student actions are **some** of the actions that may be subject to detentions. If these behaviors occur at school, on busses, at school sponsored events, or during extra-curricular activities, a student may be subject to a minimum of one detention. Administrators reserve the right to institute more severe disciplinary consequences based on the severity of the behavior, circumstances, district policies, and the student’s previous discipline violations.

Abusive/vulgar/obscene language (casual or social use)	Absences from school/class (unexcused)
Academic Dishonesty	Bus Misbehavior
Computer/Electronic Misuse	Cutting Class
Defamation of school or others’ property	Destruction of property/vandalism
Disruption in classrooms and other school spaces	Dress code violation
Excessive tardies	Failure to serve assigned consequences
Intimidations of others	Food throwing or littering

Insubordination	Leaving school grounds without permission
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Dress Code

The responsibility for the dress and appearance of students shall rest with individual students and families. For health and safety reasons, students are required to wear shoes or other foot gear while at school or participating in school-sponsored co-curricular activities, with the exception of activities that require students to be barefooted (e.g., swimming).

Schools may prohibit dress which causes a material and substantial disruption to the learning process but may not impose limitations on dress in which fashion or taste is the sole criterion.

Schools may prohibit articles of clothing that cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture.

Schools may require the wearing of specialized clothing or shoes, protective eyewear, or other items of dress for health or safety reasons (e.g., hair nets or caps where long hair may impose a health or safety threat near open flames, moving machinery or in food classes, or specialized footwear for certain extracurricular activities). Each school will make provisions for notifying students of these rules (*reference Board Policy NEPN/NSBA Code: JICA*).

Dress Code for PPS High School Students:

1. Student attire should include a top and a bottom (or a dress) as well as a form of footwear. Underwear is not to be exposed; bra straps are acceptable. Chests and midriffs are to be predominantly covered.
2. If part #1 of the Dress Code is violated, the individual will be asked to avoid wearing the article to school again. If the article is worn after the initial request, the student will be given school clothing and asked to alter their outfit accordingly after instructional time. If this behavior continues, it shall be considered an act of insubordination and will be disciplined as such.
3. Genitalia, nipples, and buttocks are to be covered at all times.
4. No clothing will be allowed that promotes illegal behavior, violence, gang material (i.e. colors) or drug/alcohol use or which includes discriminatory language, offensive language, or pornographic material.
If part #2 or part #3 of the Dress Code is violated, the individual will need to make an immediate change of clothes.

Staff will aim to have a private, respectful conversation with a student about a possible dress code infraction before turning to disciplinary action. Appropriate consequences of any dress code violation shall not include getting kicked out of class or lowering of academic grades. Any consequence of the timing of the confrontation, such as missing class time or a test, shall be considered the responsibility of the student to make up, but every accommodation shall be given to the student to make up lost class time, missed tests or class activities (*reference Board Policy NEPN/NSBA Code: JICA-R*).

Due Process

PHS will protect the rights of the individual by providing students with appropriate due process protection. Prior to any student's suspension, unless a student's continued presence might endanger persons or property or threaten to disrupt the academic process, the student will be provided with oral or written notice of the violation, an explanation of the reasons for the suspension if the violation is denied, and an opportunity to present the student's version of the incident.

Harassment, Sexual Harassment, and Hazing

Students are prohibited from engaging in physical or verbal harassment of and/or threats to other students or staff members. Prohibited harassment includes, but is not limited to, intimidation or disparagement on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, religion, age, or disability. Prohibited harassment includes the sort of verbal abuse (e.g., name calling, use of profanity, ethnic or racial slurs, derogatory statements addressed publicly to others) that interferes with an individual student's education or the educational purposes of the school (*refer to Board policies ACAA, ACAA-R, and ACAD*).

Sexual insults, name-calling, off-color jokes, intimidation by words or actions, offensive touching, pressure for sexual activity, unwelcome sexual advances, requests for sexual favors, and gestures and comments of a sexual nature are prohibited and will be construed as sexual harassment. Non-consensual touching, including physical fighting, will be construed as assault and battery. Disciplinary action for acts of harassment, hazing, assault and battery may include suspension or expulsion. Any student who is harassed, hazed, assaulted, or battered should report such occurrence immediately to an administrator.

PHS students can report incidents of harassment to an administrator or any trusted adult, but beginning in the spring of 2021, **we also have two onsite Title XI Liaisons: Rebecca Stubbs (social worker) and Emma Sinden (JMG teacher)**. These staff members are specially trained to listen to students and help them to understand their options if they are distraught, confused, or fearful. It is our hope that having these liaisons available at school will empower more students to speak up and seek guidance.

Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place if such conduct directly interferes with the operations or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to firearms, BB guns, pellet guns, any other

- kind of gun, ammunition, explosives, firecrackers, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nunchucks, and symbols of hate;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition, (e.g. matches, lighters), file's, tools of any sort and replicas of weapons (including toys);
 - C. Violent or threatening behavior, including, but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threat of bodily harm, bomb threats);
 - D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate or harass others or which tend to incite violence and/or disrupt the school program;
 - E. Willful and malicious damage to school or personal property;
 - F. Stealing or attempting to steal school or personal property;
 - G. Lewd, indecent or obscene acts or expressions of any kind;
 - H. Violations of the school committee's drug/alcohol and tobacco policies;
 - I. Violations of state or federal laws; and
 - J. Any other conduct that may be harmful to persons or property.

Removal from Class (or other learning environment)

If a student's conduct deems it is necessary for a teacher to send a student out of class due to a violation of Bulldog Belief #1, the student must go directly to the appropriate assistant principal's office and wait to meet with the assistant principal. Failure to report promptly to the office will result in further consequences. After consulting with the student and teacher, the assistant principal will take necessary actions to restore and resolve the situation.

Search and Seizure

Lockers, desks, and other storage units remain school property for use by individual students and may be subject to periodic general searches by school officials (i.e. there is no expectation of privacy for these items). School officials may also search students' wallets, purses, cell phones, backpacks and pockets (emptied by the student), and vehicles when they have a reasonable suspicion that the search will reveal evidence that the student has violated school policies or rules. Searches which disclose evidence that a student has violated Board policies or school rules will receive disciplinary action in accordance with PPS policy. Evidence of violation of federal/state laws may be forwarded to law enforcement authorities for possible investigation/prosecution.

Suspension

State law authorizes a school district to suspend a student up to 10 days "for infractions of school rules." In assigning suspension, an administrator weighs the right of a student to attend

school against the rights of other students and staff members to a safe and orderly school environment, conducive to learning. When school rules are broken, it detracts from a safe and orderly school environment conducive to learning, and interferes with the education of other students.

District policy requires that a student be informed orally (including over the phone) or in writing of the charge against them and the basis of the charge. The names of witnesses or plaintiffs need not be revealed at this time. Before suspending a student, an administrator shall provide the student an opportunity to tell their side of the story.

If the presence of a student in school poses a continuing danger to persons or property or a continuing threat of disrupting the academic process, an administrator may immediately suspend a student and comply with the procedure for suspension in the immediate future. After suspension, the administrator shall promptly notify the superintendent and the student's parent(s) or guardian(s) of the suspension. The superintendent shall report the suspension to the Portland Board of Education. Either the School Board or the superintendent may reinstate the student.

Board of Education policies on Student Discipline (JK), Student Suspension (JKD), and Expulsion of Students (JKE) may be found in the Policy book and on the Community section of the Portland Schools website at: www.portlandschools.org

Suspension Protocol

If a student is suspended from school, the following rules must be followed:

- The student cannot attend any school functions including co-curricular events
- The student will be allowed to make-up academic work
- The student will meet with the designated Assistant Principal as part of the re-entry back into school

Tobacco Use

It is against the law for individuals under the age of 18 to possess or use tobacco products, including e-cigarettes or vaping products, lighters and/or matches. There is to be no smoking or use of any tobacco products, lighters, and/or matches in the school building or on the school grounds, including all entrances and outside steps, or within a 200-foot perimeter of the school building. Any student found smoking or in possession of tobacco or vaping products will be subject to suspension.

Use of Cell Phones and Electronic Devices

Cell phones and devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules.

- During classes and school activities, all such devices must be turned off and out of sight.

- The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose. If this rule is violated, the teacher may immediately confiscate the device for the remainder of the school day and/or submit it to an administrator, and discipline may be imposed as provided below.

Students may use electronic devices between class periods and during lunch periods. Cellular telephones must be kept on “vibrate” mode to avoid disrupting others.

Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms. In other locations and at times when students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.

Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.

- A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.

Students violating these rules will be subject to discipline, which may include:

- Not being allowed to bring electronic devices to school (*reference Board Policy NEPN/NSBA Code: JFCK*).
- Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student’s disciplinary record. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

Use of Physical Restraint and Seclusion

The Portland Public School District has adopted a policy and procedure to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined in the policy, may only be used as an emergency intervention when a student’s behavior presents an imminent risk of injury or harm to the student or others.

- Physical restraint is defined as an intervention that restricts a student’s freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.
- Seclusion is defined as the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

The policy sets forth specific examples of what does not constitute physical restraint and what does not constitute seclusion. The accompanying procedure defines important terms such as emergency, imminent risk of injury or harm, dangerous behavior, and serious bodily injury. The procedure describes permitted and prohibited uses of physical restraint and seclusion, monitoring obligations, and sets forth notice and reporting requirements (*reference Board Policies JKAA and JKAA-R and refer to the Maine Department of Education Rule Ch. 33 at [www.portlandschools.org/board_of_education/board_policies/Book J - Students](http://www.portlandschools.org/board_of_education/board_policies/Book_J_-_Students)*).

Parent/Legal Guardian Complaint Procedure: A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent/designee as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint (*reference Board Policy NEPN/NSBA Code JKA*).

As mentioned previously in this handbook, our behavior and discipline policies are connected to our mission as a school. In order to fulfill that mission, we must have rules and expectations for everyone in our community: students and staff and visitors. The chart below outlines behaviors that violate our Bulldog Beliefs and are subject to disciplinary consequences. Although this is not a complete listing, it outlines the response to most offenses.

Offense and Definition	Possible Consequence(s)	Bulldog Belief(s) Violated
Absence - Unexcused: <i>An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.</i>	<ul style="list-style-type: none"> ● Warning ● Detention ● Loss of privileges 	Bulldog Belief #2
Arson/Fire Setting: <i>Attempting to, aiding in, or setting a fire in a building or to other school property.</i>	<ul style="list-style-type: none"> ● Suspension ● Alternative to suspension ● Expulsion 	Bulldog Beliefs #1, #3

	<i>Please note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional.</i>	
Assault: <i>Severe aggressive physical contact with another person.</i>	<ul style="list-style-type: none"> ● Suspension ● Alternative to suspension ● Expulsion <p><i>Please note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional.</i></p>	Bulldog Beliefs #1, #3
Bomb Threat/False Alarms: <i>Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, pulling an alarm or discharging a fire extinguisher.</i>	<ul style="list-style-type: none"> ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional.</i></p>	Bulldog Beliefs #1, #3, #4
Bus Misbehavior: <i>Any violation of school system policy or bus driver rules or occurring on a school bus. All school rules apply while on any transportation provided by the school.</i>	<i>Consequences will be determined by the administrators based on severity and nature of the offense.</i>	Bulldog Belief #3
Cheating/Academic Honesty Violation	<i>Reference PHS Academic Honesty practices in this handbook.</i>	Bulldog Beliefs #1, #2, #4
Cutting Class: <i>Unexcused absence from a class or school activity.</i>	<ul style="list-style-type: none"> ● Detention ● Loss of privileges <p><i>Note that a parent/guardian will be contacted.</i></p>	Bulldog Beliefs #2, #4
Destruction of Property/Vandalism: <i>Damage, destruction, or defacement of property.</i>	<ul style="list-style-type: none"> ● Suspension ● Alternative to suspension ● Expulsion <p><i>Please note that a parent/ guardian conference would be required.</i></p>	Bulldog Belief #3
Disruption in the Classroom: <i>Behavior that interferes with the learning of others and/or the teaching process.</i>	<ul style="list-style-type: none"> ● Warning ● Conference with teacher and assistant principal ● Detention 	Bulldog Beliefs #1, #3, #5

<p>Disruption of School Operations: <i>Behavior that interferes with the safe and orderly environment of the school or school activity.</i></p>	<ul style="list-style-type: none"> ● Detention ● Loss of privileges ● Suspension ● Alternative to suspension <p><i>Note that a parent/ guardian conference would be required.</i></p>	<p>Bulldog Beliefs #1, #3, #5</p>
<p>Drug Violation (including alcohol): <i>Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, alcohol, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes and substances represented as controlled dangerous substances or drug paraphernalia.</i></p>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	<p>Bulldog Beliefs #1, #3</p>
<p>Electronic Devices (unauthorized use, including cell phones): <i>Use of an electronic device that disrupts the learning environment or process, or that has been clearly prohibited by the teacher or staff member (including but not limited to cell phones, video games, iPods, radios, etc.).</i></p>	<ul style="list-style-type: none"> ● Warning ● Detention ● Loss of privileges (including the confiscation of a cell phone) 	<p>Bulldog Beliefs #1, #2, #3</p>
<p>Extortion: <i>the process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear or threat.</i></p>	<ul style="list-style-type: none"> ● Detention ● Loss of privileges ● Suspension ● Alternative to suspension <p><i>Note that a parent/ guardian conference would be required.</i></p>	<p>Bulldog Belief #3</p>
<p>Fighting/Physical Altercation: <i>A confrontation with physical contact involving two or more students (including rough horseplay and wrestling).</i></p>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	<p>Bulldog Beliefs #1, #3, #5</p>
<p>Fireworks or Explosives: <i>Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive</i></p>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension 	<p>Bulldog Beliefs #1, #3</p>

<p><i>substances or combination of substances or articles.</i></p>	<ul style="list-style-type: none"> ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	
<p><i>Food Throwing and Littering: Throwing food or dining materials or Intentionally leaving trash and food waste in the cafeteria or around the building,</i></p>	<ul style="list-style-type: none"> ● Warning ● Detention ● Loss of privileges (including the confiscation of a cell phone) 	<p>Bulldog Belief #3</p>
<p><i>Gambling: Wagering money, property or actions while on school grounds</i></p>	<ul style="list-style-type: none"> ● Detention ● Loss of privileges ● Suspension ● Alternative to suspension 	<p>Bulldog Belief #3</p>
<p><i>Harassment/Sexual Harassment/ Bullying/ Cyber-Bullying: Please review the related PPS policies on pages 26 and 29 of this handbook.</i></p>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Detention ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	<p>Bulldog Beliefs #1, #3, #5</p>
<p><i>Hazing: Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.</i></p>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	<p>Bulldog Beliefs #1, #3, #5</p>
<p><i>Indecent Exposure: Intentional exposure to sight of the private parts of the body in a lewd or indecent manner.</i></p>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension 	<p>Bulldog Belief #3</p>

	<p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	
<p>Insubordination Towards Staff Members: <i>Refusing to follow the reasonable directions of teachers, staff, administration or other district personnel, including failure to honestly identify one's self when on school grounds.</i></p>	<ul style="list-style-type: none"> ● Warning ● Detention ● Loss of privileges ● Suspension ● Alternative to suspension 	Bulldog Beliefs #1, #3
<p>Leaving School Grounds Without Permission: <i>Leaving school grounds or being in an unauthorized area during regular school hours without notifying the Main Office personnel and without written or verbal permission from parent/guardian.</i></p>	<ul style="list-style-type: none"> ● Warning ● Detention ● Loss of privileges 	Bulldog Beliefs #2, #4
<p>Profanity/Abusive/Vulgar/Obscene Language and/or Gestures: <i>Using vulgar or abusive verbal or non-verbal communication towards staff or students (this behavior could fall under the PPS Bullying and/or Harassment policies and responses).</i></p>	<ul style="list-style-type: none"> ● Warning ● Detention ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	Bulldog Beliefs #1, #3, #5
<p>Tardiness: <i>Lateness to school, a class, or an assigned activity.</i></p>	<ul style="list-style-type: none"> ● Warning ● Loss of privileges ● Detention 	Bulldog Belief #2
<p>Theft: <i>Taking or obtaining property of another without permission or knowledge of the owner.</i></p>	<ul style="list-style-type: none"> ● Detention ● Loss of privileges ● Suspension ● Alternative to suspension ● Restitution 	Bulldog Beliefs #3, #4
<p>Threat Towards Staff Member (physical or verbal): <i>Aggressive action with physical contact directed at a staff member while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another</i></p>	<ul style="list-style-type: none"> ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and</i></p>	Bulldog Beliefs #1, #3, #5

<i>disruptive activity; or an expression, conveyed by word or action, of intent to do physical harm to a staff member.</i>	<i>the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i>	
<i>Tobacco Use/Possession: Possession or use of any tobacco or tobacco products (including vaping products or e-cigarettes), associated paraphernalia, including possession with the intent to sell, give, deliver, or distribute.</i>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	Bulldog Belief #3
<i>Trespassing: Unauthorized presence on school property including while on suspension, expulsion or other restricted access directive.</i>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion 	Bulldog Beliefs #3, #4
<i>Weapons Violations: Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another, including all guns, bullets, knives, and any implement visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.</i>	<ul style="list-style-type: none"> ● Loss of privileges ● Suspension ● Alternative to suspension ● Expulsion <p><i>Note that a parent/ guardian conference would be required and the school may also require an assessment by a qualified professional, and/or an assessment and meetings with a school social worker.</i></p>	Bulldog Beliefs #1, #3

CO-CURRICULAR ACTIVITIES

<https://portlandhs.rschoorteams.com/>

All participants of co-curricular activities are expected to come to school ready to learn on all scheduled school days. Regular school attendance is required of all participants. For the purpose of this policy, any student who misses any portion of the school day with an unexcused absence may NOT participate in athletic and co-curricular activities. Any exceptions must be pre-approved by an administrator.

At PHS, participation in athletic and co-curricular activities is a privilege, thus it is important that students, parents/guardians and other interested persons are aware of the following expectations outlined by the School Board:

As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules support the social, emotional and physical well-being of students and promote healthy, enriching and safe athletic and co-curricular opportunities for all students.

1. Students in good standing may participate in the athletic and co-curricular activities of their school. A student is considered in good standing if they are not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on MPA guidelines and this policy.
2. For the purpose of this policy, any student who misses any portion of the school day with an unexcused absence may NOT participate in athletic and co-curricular activities. All exceptions to this requirement must be approved by a building administrator/Co-Curricular Administrator.
3. Students suspended from school (including in-school and out-of-school suspension) will not practice, participate, attend or compete in athletic and co-curricular activities during the days of suspension.
4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Co-Curricular Administrator in advance of the season/activity.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in athletic and co-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, alcohol and drugs. Therefore, students participating in athletic and co-curricular activities will not engage in the prohibited behaviors and activities described in Policy JICH/R (Drug and Alcohol Use by Students) and Policy ADC/R (Tobacco Use and Possession) at any time or place from the beginning of the student's first athletic or co-curricular activities of the school year through the end of the school year. **Students found in violation of these infractions will report to their Co-Curricular Administrator who will proceed with disciplinary procedures as outlined in Policy JICI-E Co-Curricular Code of Conduct Administrative Procedures – Disciplinary/Contractual Matrix.**
6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, or their school. If a student is charged with a crime, they may be suspended from participation in athletic and co-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.
7. Students will be responsible for all uniforms and equipment issued to them by the school. The cost of replacing damaged or lost uniforms/equipment will be the responsibility of the student and parent/guardian. A student may not be issued uniforms/equipment for a new activity until all uniforms/equipment from a previous activity have been returned or paid for. All exceptions to this requirement must be approved by the building administrator/co-curricular administrator.

8. Students and their parents/guardians are required to sign the Athletic/Co-Curricular Contract as a condition of participating in athletic and co-curricular activities. Students participating in fall sports and their parents/guardians must sign the contract at the beginning of pre-season. All other students who plan to participate in athletics and co-curricular activities at any time during the school year and their parents/guardians must sign the contract prior to beginning their first activity.

Academic Eligibility: All students who wish to participate in interscholastic athletics and activities must adhere to the eligibility policy. This includes:

- All athletic teams
- Theatrical groups, math, music and clubs when competing under MPA rules
- Class officers, Executive Board and Student Council

Students who participate in athletics and co-curricular activities must meet the following academic eligibility requirements:

1. Eligibility is determined by academic standing and progress, where “academic” is defined as “credit-bearing.” Eligibility and progress will be checked approximately once a month. A schedule of check-in dates will be determined annually. A student must be academically eligible on the first day of the activity in order to begin participating. For 10th through 12th graders, eligibility for activities which begin in the fall will be determined by grades checked the previous June.
2. Eligibility is based on the course load scheduling of each school. Students must be making adequate progress to learning standards, with adequate progress defined by the district and school, for the minimum load of classes in order to be academically eligible to participate in athletic or co-curricular activities.
 - a. a. Portland High School students must take and be making adequate progress to learning standards for five academic classes per semester, or the equivalent as determined by the Principal. A course at Portland Arts & Technology High School will be counted as two courses in determining minimum course load.
 - b. Requirements for homeschool students are addressed in Policy IHBGA (Homeschooling-Participation in School Programs).
 - c. For students attending other educational alternative programming, the student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
3. The Principal or his/her designee is responsible for certifying the eligibility of all students participating in athletic and co-curricular activities.
4. Students with identified disabilities must meet the same eligibility requirements as other students. Adjustments may be made by the IEP Team or 504 Team as written in that student’s plan.
5. Any student promoted from 8th grade to 9th grade will be considered academically eligible for fall activities in the 9th grade.

Academic Ineligibility Process

- Level 1: If a student is ineligible, they will be removed/suspended from active play/participation for 7 calendar days. The student can participate in practices but cannot actively take part in games, scrimmages against other schools, competitions, tournaments, or exhibition games. The student will work with building administration to create/modify a contract detailing their plan to make acceptable progress toward proficiency.
- Level 2: If a student continues to be academically ineligible at the end of the Level 1 Period, they will be removed from all official participation/contact with the team/activity for 7 additional calendar days. During this period of time, a school staffing meeting will be held to examine the student's contract, make any necessary modifications, and review relevant policy.
- Level 3: If a student continues to be academically ineligible at the end of the Level 2 Period, they will be deemed ineligible for the rest of the season or the duration of the activity. Building administration will continue to work with the student to help regain status for the future.

A written appeal may be made to the Principal if a student and their parent/guardian believes extenuating circumstances have impacted their ability to pass a course. The Principal will review the matter and inform the student and their parents/guardian of the decision within a reasonable time. The student remains ineligible during this review. The decision of the Principal is final.

Disciplinary Action: Improper conduct, as determined by school personnel, will result in disciplinary action up to and including removal/suspension from the team or activity in addition to any discipline imposed under applicable Board policies or school rules. The Co-Curricular Administrator, administration and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach will consult with the Co-Curricular Administrator prior to suspending a student from an activity or team.

Repeat or extreme violations of any team/activity rules, school rules and/or Board policies may warrant administrative review and additional sanctions. Violations are cumulative during a student's middle school career, but do not carry over to high school. Violations during a student's high school career are cumulative.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below in addition to any discipline imposed under policies JICH/R (Drug and Alcohol Use by Students) and ADC/R (Tobacco Use and Possession).

Activity/Team Leadership Positions: A student elected to a leadership position for a team/activity forfeits that position for the duration of the season/activity if they are suspended from the team or activity for any reason. A second suspension from a team or activity any time during the student's high school career will result in the loss of any leadership designation held

for twelve calendar months. A third suspension during a student's high school career will result in the loss of any leadership position for the remainder of the student's career.

Appeal of Disciplinary Suspension from Team/Activity: If a student and their parent/guardian wish to appeal the suspension, they must do so in writing to the Co-Curricular Administrator within two school days of notice of the suspension decision. The Co-Curricular Administrator will conduct an investigation as they deem advisable and render a decision, in writing, to the student and their parent/guardian within three school days, when possible.

If the student and their parent/guardian are dissatisfied with this decision, the decision may be appealed in writing to the Principal within two school days. The Principal will conduct whatever investigation they deem advisable and render a decision, in writing, to the student and their parents/guardian within a reasonable time. The Principal's decision is final.

Clubs

PHS has a diverse offering of student clubs and student government opportunities. Students are highly encouraged to get involved in life at PHS through the various extra-curricular clubs. For a complete list of clubs, activities, and contact information, please see the Co-Curricular Administrator or visit the school's website.

Athletics

PHS encourages all students to select and try out for one or more of our athletic teams. Each student must complete an athletic packet covering information regarding physical examinations, insurance coverage, risks involved, transportation liability and other important domains regarding athletic participation. These packets may be filled out online at: <https://portlandhs-ar.schooltoday.com/>. Paper copies may also be picked up in the Main Office.

PHS offers competitive athletics in the following sports: baseball, basketball (boys and girls), cheerleading (fall and winter), cross country (boys and girls), field hockey, football, golf, ice hockey (boys and girls), indoor track (boys and girls), lacrosse (boys and girls), outdoor track (boys and girls), soccer (boys and girls), softball, rugby (boys and girls), swimming (boys and girls), tennis (boys and girls), wrestling, and volleyball (girls).

The guidelines for participating in competitive athletics are contained in the Co-Curricular handbook, which is available in the Co-Curricular Administrator's office or online. All students participating in competitive athletics must sign a consent stating they understand the expectations set forth in the handbook and must complete other requirements for participation.

Fund Raising: All fund raising projects for clubs, activities and athletic teams are to be reviewed and approved by the PHS administration.

NCAA Clearinghouse: Student athletes planning to compete in Division I or Division II college athletics must register for the NCAA Clearinghouse. To do so, complete the online form at: www.ncaaclearinghouse.net or call the NCAA publications hotline at (800) 638-3731 and ask for a free copy of the “Guide for the College-Bound Student-Athlete” which contains the registration forms and a Clearinghouse brochure. This guide can also be viewed online.

School Dances

All school dances are school-sponsored activities and therefore the school behavior policies must be observed. At PHS, dances are held periodically throughout the year, they are popular and well-attended social events, and some (homecoming, prom, etc.) sell out, as attendance is capped due to Fire Department code. Students should be sure to get tickets early and tickets are generally sold during lunches near the school cafeterias. Students and families should be aware of the following dance guidelines:

- Guests may attend dances only when accompanied by a student from PHS.
 - Prior approval from an administrator is required for all guests. Administration will call the guest’s school before approving their attendance. No guest may be older than 20, except for a student enrolled at PHS.
- Middle School students are not permitted to attend PHS dances.
- Tickets for PHS students and guests must be purchased in advance. Tickets are **NOT** sold at the door.
- Students at PHS who are not in good standing will **NOT** be allowed to attend a school dance, and this includes behavioral infractions and attendance issues.
- Once a student leaves a dance, they may **NOT** re-enter the building or venue for any reason. Students must also leave school grounds immediately once exiting the dance.
- Students may not enter dances after 8:30PM.
- If chaperones detect the odor of alcohol or other controlled substances, or if a student appears to be under the influence of alcohol or other controlled substances, the student will be refused entrance or removed and the family will be notified. Parents/guardians may pick up students involved or, if the family cannot be reached, the police may transport the student to the police station until the family can be reached.
- Violation of school dress code will result in denial of entrance into or removal from the dance.
- Students are expected to be in attendance at school the day before/of the dance.
- Inappropriate dancing will not be tolerated; face-to-face dancing only. Students who fail to follow these rules will be required to leave the dance.

BUILDING OPERATIONS AND PROCEDURES

Accidents

All accidents and or injuries must be reported immediately to the teacher, staff member or coach in charge of the class or activity so the proper medical attention and documentation can be provided. Parents/guardians will be notified of any accidents and student injuries.

Announcements

Student announcements will be sent to school email accounts on a weekly basis. Other important information about school events will be shared in Advisory.

Assemblies

Assemblies are scheduled throughout the school year for a variety of purposes. Some assemblies, such as the fall pep rally, are held to promote school community building and school spirit. Other assemblies are more informative and educational in focus. Students are expected to adhere to the following expectations at assemblies:

- Be on time
- Sit with their class in assigned sections/seats
- Be respectful and attentive to all participants and speakers
- Remain in assemblies until the program ends and students are dismissed
- Food or drinks are **NOT** allowed in the auditorium or gymnasium
- Cell phone and headphone use are **NOT** permitted

Bicycles

Students who ride bicycles to school must secure them to the bicycle rack in the back of the building near Freshman Alley or at the rack by the Elm Street Parking Garage. The school does not assume any liability for damage or theft of bicycles on school property. Any loss or damage to bikes can be reported to the Portland Police Department at the discretion of the student.

Building Use

Students who are in the building after 2:50PM should be directly supervised by an authorized adult and involved in a school-sanctioned activity. Students must be off of the front steps of the building by 3PM.

Buses

Students riding school department or METRO buses and Casco Bay Line Ferries to and from school are expected to behave in a safe and orderly fashion. Bus drivers or Casco Bay representatives will report any inappropriate behavior to the school administration for disciplinary action. Bus Code of Conduct forms must be signed by the parents/guardians prior to students riding the bus. Students are reminded that riding a PPS, METRO bus, or the ferry is a privilege, which may be revoked for violations for the Code of Conduct (*reference Board Policy: NEPN/NSBA Code: JICC*).

Cafeteria

Related to Bulldog Belief #3, while in the cafeteria students are expected to conduct themselves in a courteous, safe and respectful manner. Students are responsible for removing their own

trays and garbage, following the recycling guidelines and leaving a clean table and floor. Our building custodians are responsible for keeping the dining facilities safe and clear, but they are not responsible for cleaning up after students. Also, during their designated lunch period students must be in one of the two cafeterias or off campus unless they have a pass from the library, nurse, or a teacher. Students are not permitted to eat lunch or loiter elsewhere in the building during lunches.

Related to Bulldog Belief #4, any students caught stealing food from the cafeteria will be subject to discipline that may include detentions, revoking the privilege of eating in the student cafeterias, or more substantial discipline as determined by an administrator.

All PHS students are eligible for a free breakfast and a free lunch. Breakfast is served from 7:45 to 8:15. There are two lunch times; 1st lunch is from 10:55 to 11:25 and 2nd lunch is 12:05 - 12:35. All students need to be prepared to enter their school ID# at the register for breakfast and lunch.

Open campus lunch privilege: PHS students have open campus privileges during lunch. Students may leave campus to access another lunch option of their choice within walking distance to the school. Students are reminded that school rules apply and misconduct at these venues may result in loss of privileges or police intervention.

Elevators

Elevators are available for students/staff as needed. If you should require the use of the elevator see Cathie Martin, one of our administrative assistants, in the Main Office. A \$5.00 deposit is required to obtain a key and will be returned to you once the key is returned. Other students are not allowed to ride the elevator with you unless they are carrying items for you. Students found riding on elevators without permission, or being unsafe in the elevators, are subject to disciplinary action.

Entering the Building

During the 2021-22 school year, all students will be required to enter PHS through the front door on Cumberland Avenue at the beginning of the day. Due to safety and security changes, students will not be allowed to enter through the backdoor (near Freshmen Alley) or any of the side doors. PHS students and staff should not open any back or side doors to admit other students or visitors.

Fire Drills

State law requires that all schools practice fire drills throughout the academic year. When the fire alarm goes off at PHS, all staff and students must vacate the building in a quiet and orderly fashion. Directions for evacuations are posted in each room and office and students must follow the directions of staff. No person may re-enter the building after a drill until an administrator gives approval for re-entry. **Please note, setting off a false alarm is a violation of federal and**

state laws and will be reported to those agencies as well as school officials for disciplinary action.

Lockers

Lockers are available for students and **one** will be assigned upon request. Only locks provided by the school may be used and these are obtained through the main office. A \$5.00 deposit is required to rent a lock and is refundable when the lock is returned. All other locks will be removed. Students need to remove locks at the end of each school year and keep them until the next school year. Students are to clean out their lockers before the last day of school each year. Any items left in the lockers will be disposed of. Lockers are the property of PHS and can be searched at any time.

The Portland High School Library: A dynamic environment for the PHS community to read, research, learn and develop 21st century skills.

Resources and online help is available is available for all PHS students through the library website at:

- http://staff.portlandschools.org/nicks/Ms._Nick/Welcome.html
- Or through the shortcut: <http://goo.gl/eGMtO>

Students are able to scan the QR code with a Smartphone to go directly to the website. Passwords for various online resources are available from our librarian, Ms. Susie Nick.

The PHS Library is open from 7:45-3PM every day except early release Wednesdays. Students may access the library and computers before or after school, during study halls with a pass from the library, class with a pass from the teacher, or with a class for a project. Student expectations are posted in the library and on the library website.

The PHS Library program offers a variety of services to students and faculty, all of which support the needs of the 21st Century Learner and are integrated into the Common Core Standards. These services include lessons and assistance with the following: the research process of locating, evaluating, and processing digital and print text, creating works cited pages, writing papers or creating 21st century products, problem solving technology issues, printing, photocopying, recommending and locating reading materials, and finding the answers to other questions you might have. The PHS Library is here for YOU, so please stop in for a visit and check it out.

Parent Connections

At PHS, we truly value the connection between our staff and our parents/guardians. Parent Connections is a weekly online communication that lists upcoming PHS activities and announcements. **To sign up to receive Parent Connections, please visit:** <https://phsconnections.com>

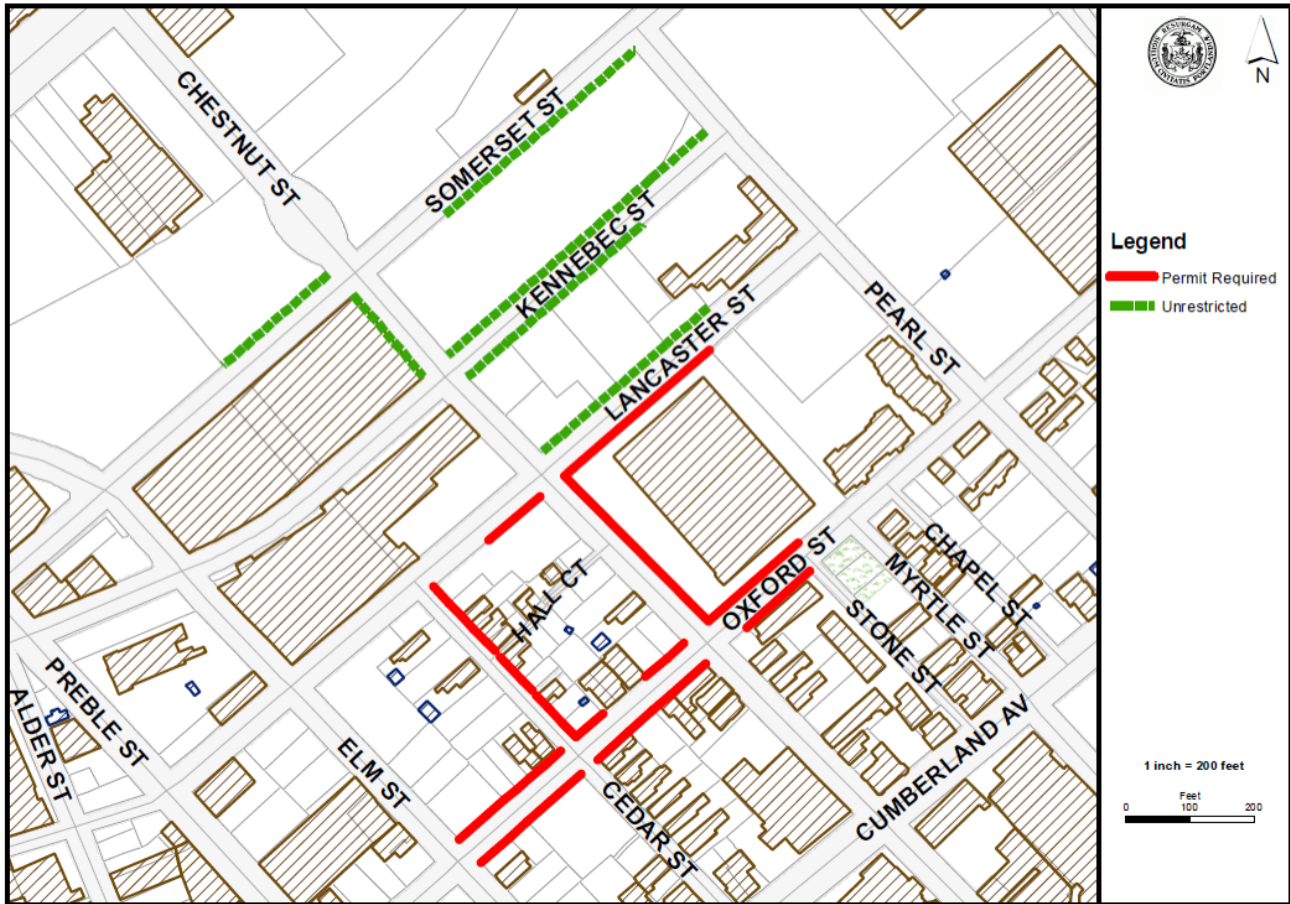
Parking Permits

12th graders may apply for a parking permit in the Main Office. There are only 60 student parking spaces that are designated “permit parking only” near the high school and we encourage students to carpool, walk and use the Metro as much as possible.

Listed below are some parking tips for our students from city officials, as well as a map outlining the designated permit parking areas:

1. There is no parking at intersections, bus stops, fire hydrants, crosswalks, No Parking areas, city lots, driveways, and Freshman Alley. Vehicles will be ticketed or towed.
2. **Always Park at least:**
 - a. 10 feet from a fire hydrant
 - b. 5 feet from both sides of a driveway
 - c. 25 feet from an intersection
 - d. 20 feet from a crosswalk
3. Presently, but subject to change, there is unrestricted (free, all-day) on-street parking between Elm and Pearl Streets, on Lancaster, Kennebec, and Somerset Streets, in addition to unrestricted parking on lower Chestnut Street. This means vehicles can legally park on these streets all day without paying or moving, however overnight parking regulations still apply, as well as posted emergency No Parking for snow removal, which is rare.
4. There is parking at meters for a maximum of two hours, as long as money is put in the meters, and the vehicles move every two hours. Prolonged parking (meter feeding) at meters is prohibited and is enforced. REMEMBER: Do not feed the meters.
5. Parking within time-zoned areas is free of charge, as long as the vehicles move when the time limit is up. Vehicles that park longer than the posted time are subject to ticketing for prolonged parking. Vehicles with a PHS permit may park in the spaces signed with PHS all day.
6. Vehicle loading zones are for vehicles with commercial or combination plates only, for 30 minutes only.
7. Vehicles parked against the flow of traffic will be ticketed.
8. Hourly parking at the Elm Street Garage is \$3 per hour and \$130 per month.
9. Three or more unpaid tickets may cause the vehicle to be towed or booted. All tickets and fees must be paid to receive the vehicle back. (Checks will not be accepted at this time.)
10. To check on the number of outstanding parking tickets on a license plate, call either the Parking Division at 874-8443, or the Treasury Division at 874-8860, or check online if you wish to pay at www.portlandparkingtickets.com.
11. During winter months, to avoid being towed, please observe the **EMERGENCY NO PARKING** signs for snow removal. These signs are posted when the streets become too narrow for emergency vehicles to pass.

Portland High School Parking Permit



Personal Property

Portland High School and the Portland Public Schools are not responsible for safeguarding a student's personal property including musical instruments, cell phones, iPods, money, clothing, jewelry, skateboards, and collectibles. Students should refrain from bringing items of significant value to school, especially those which are unnecessary for instructional purposes. Please note that devices such as cell phones, Airpods, and iPods are some of the most common items that are subject to theft on school grounds; school personnel will work with students to try to recover lost or stolen items but most items that are stolen are not recovered. Thus, we advise students to take care of their items, to not lend these items to peers, and to keep them at home when possible.

Posters

The school does not display posters for profit-making organizations. Posters may not be displayed without the approval of the Principal. Requests to display posters or other printed material on school walls or bulletin boards must be made through the Principal's office.

School Delay or Cancellation

In the event of an emergency or weather-related school delay, cancellation, or early dismissal, local radio and television stations will make announcements beginning at approximately 6AM and PPS/Superintendent will put out a robo call and email, which goes directly to the family's designated phone numbers and emails (as set up in Infinite Campus). Information is also posted on the district web site at www.portlandschools.org. The message will state whether it will be a Remote Learning Day or Cancellation. If it is considered a Remote Learning Day then you will be expected to participate remotely in classes.

Visitors

All visitors to PHS must sign in at the Main Office and have visitation approval from an administrator. Sometimes prospective students "shadow" current PHS students; any student who is shadowing must get prior approval from a PHS administrator and from their home school. All visitors must comply with the PHS rules and expectations.

TECHNOLOGY

Chromebooks and Technology Policies

At PHS, all students are issued a Chromebook, a case, and a charger. This device is an important tool in many classes and students are expected to arrive at school with their computer (fully charged) and to handle it with care on and off-campus. If a student is having difficulty with their Chromebook, PHS has onsite technology support in Room 109 and students can access that resource before school, between classes, during study halls, or at lunch. Families should be aware that if a Chromebook or charger is lost or damaged while in the student's possession, the family will be charged. Additionally, students who demonstrate improper stewardship of their computers (e.g. leaving it unattended or using it improperly) may lose the right to use their computer for some duration of time. Repeated negligence may result in computer loss for up to a semester.

Computer & Internet Use: The Portland Public Schools' computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules. Compliance with the Portland Public Schools' policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited.

The building administrator shall have the final authority to decide whether a student's computer privileges will be altered, based on the circumstances of the particular case. Violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Portland Public Schools' computers remain under the control, custody and supervision of the district at all times. The Portland Public Schools monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

The Portland Public Schools utilize filtering technology designed to block materials that are obscene or harmful to minors and child pornography. The Portland Public Schools take precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents/legal guardians should be aware that the Portland Public Schools cannot reasonably prevent all instances of inappropriate computer use by students that may violate Committee policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents/legal guardians shall be informed of this policy and the accompanying rules through handbooks, the district and school websites and/or other means selected by the Superintendent.

The Superintendent or their designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented by the Superintendent, consistent with Committee policies and rules.

Computer/Laptop Use: All students using the PPS network and PPS computers will abide by the computer use policies. There are two fundamental rules:

- When a student is assigned to use a school computer, the student is responsible for its care and security at all times.
- Students will be given a school email which will be used responsibly and will be monitored.

At school, computers should only be used for educational purposes. Failure to comply with the "Acceptable Use and Internet Safety Policy" may result in denial of computer access. (A full text version of this policy can be viewed at: <http://portlandschools.org>). Network and Internet access is provided as a tool for learning consistent with the educational goals of the Portland Public Schools. The Portland Public Schools reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of school computers, the computer network and Internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Portland Public Schools, and no user shall have any expectation of privacy regarding such materials. Any user who violates this Policy may have his or her access to the computer network and Internet terminated, which Portland Public Schools may refuse to reinstate for the remainder of the student's enrollment in Portland Public Schools. A user violates this Policy by

their own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if they permit another to use their account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Portland Public Schools may also take other disciplinary action in such circumstances.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Education Rights and Privacy Act (“FERPA”) provides certain rights to parents/guardians and eligible students (18 years of age or older) with respect to the student’s education records.

Inspection of Records: Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$0.10 per page.

Amendment of Records: Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

Disclosure of Records: The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

- **Directory Information:** The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.
- **Military Recruiters/Institutions of Higher Education:** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without the prior written consent. Parents/eligible students

who do not want the School Department to disclose this information without their prior consent must complete the Military Recruiter/Post-Secondary Institution Access to Student Information Form provided by their child's high school by September 15th or within two weeks of enrollment, whichever is later. Parents/eligible students may submit the form at any time during the year, but it cannot be retroactive.

- **School Officials with Legitimate Educational Interests:** Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.
- **Health or Safety Emergencies:** In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.
- **Other School Units:** As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).
- **Other Entities/Individuals:** Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.
- **Complaints Regarding School Department Compliance with FERPA:** Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202