STUDENT HANDBOOK PORTLAND HIGH SCHOOL 2025-2026

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Portland Fight Song

Onward Portland, onward Portland,
on to victory.
We will always stand beside
to raise our cheers for thee.
Rah! Rah! Rah!
Never fail to show the old school's
pep and loyalty.
Fight! Fight! For red and white
and Portland High. FIGHT!

Foreword

Welcome to Portland High School! Our staff and faculty are excited to partner with students and families for a successful school year. High school is a pivotal time in a student's life, and we are committed to supporting each student's academic and personal growth throughout their years at PHS. We recognize that every student brings unique strengths and needs, and we are dedicated to providing support to help all students thrive.

This handbook outlines the key policies and procedures that shape the daily life and culture of Portland High School. These guidelines are designed to promote safety, structure, and a strong focus on learning. While this handbook summarizes many of the official policies adopted by the Board of Education and the District, it does not cover every possible situation. For questions or concerns not addressed here, we encourage you to reach out directly to the school administration.

When student behavior falls outside the expectations set by district policy, we aim to respond with a restorative approach. This means helping students reflect on what happened, understand who was affected, and take meaningful steps to make things right. If further action is needed, we will communicate with parents or guardians to determine the best path forward. Every student has the right to a safe, supportive, and positive learning environment—and we are committed to creating that space for all.

We appreciate your partnership and look forward to a great year ahead.

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Portland Public Schools' Mission

The mission of Portland Public Schools, in collaboration with the community, is to provide a safe and learning experience so each student feels empowered to meet their full potential.

Portland Public Schools' Vision

We demonstrate Raider PRIDE by working together as a community to inspire lifelong learners.

Portland Public Schools' Motto
Excellence in Action

Important Numbers

Portland High School	517-647-2981	Westwood Elementary	517-647-2989
Central Office	517-647-4161	Portland Middle School	517-647-2985
Food Service	517-647-2984	PACE	517-647-2987
Bus Garage	517-647-2993	Ionia County Career Center	616-527-6540
Oakwood Elementary	517-647-2991	Ionia County ISD	616-527-4900

Portland Public Schools Board of Education

Beth Goodman	President	Andrew Huhn	Trustee
Angela Shinaver	Vice President	Kurt Sandborn	Trustee
Brian Pohl -	Secretary	Susan Moyer	Trustee
Patrick Duff	Treasurer		

Portland Public Schools' Central Office Administration

William Heath	Superintendent	Emily McAlpine	Director of Elementary Education
Derrick Stair	Associate Superintendent	Jennifer Mackie	Director of Secondary Education
Gary Bond	Director of Operations	Justin Knull	Instructional Technology Coach
Lacy Schneider	Supervisor of Special Education		

Portland High School Sponsored Clubs and Activities

Athletics	Quiz Bowl	Recycling club
Band	Robotics	Yearbook
Drama	Media Club	Youth Advisory Committee
National Honor Society	Student Council	Historical Games Club

School Calendar

An up-to-date school calendar can be found on the district website (phs.portlandk12.org) under the "Parents" section.

Statement of Assurance

Portland Public Schools Board of Education
Statement of Assurance of Compliance With Federal Law
The Portland Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Act (IDEA) of 2004, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Portland Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The Portland Public School District is an Equal Opportunity Employer.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer: Mr. William Heath, Superintendent, at 517-647-4161.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Notification of Rights: Student Records

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

The Federal Education Rights and Privacy Act

In compliance with Federal regulations, Portland Public Schools has established the following guidelines concerning student records:

A. Mr. William Heath is the Records Control Officer for the District, and is responsible for the processing and maintenance of all student records. His office is located at 1100 Ionia Road, Portland, MI, and he can be reached by calling 517 647-4161.

B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation, including those with an educational interest who need to review the records to fulfill his/her professional responsibilities. Student records, including discipline records will be requested for enrollment purposes or transferred to another school that a child seeks to enroll.

C. A parent, guardian or adult student has the right to request a change or addition to the student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Family Educational Rights and Privacy Act.

D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building administrator in writing within fourteen (14) days from the date of this notification that he/she will not permit distribution of any or all such information: student's name, picture, date of birth, date of graduation, major field of study, weight and height as needed for participation in activities, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, honor roll/principal's list, scholarships, a listed or published telephone number, school photographs/videos, and the most recent educational agency or school attended by the student.

E. Pictures of the student may be used solely for District purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.

F. School officials of a public high school are required to provide access to "directory information" (pupil's name, address, and, if a listed or published telephone number, the pupil's telephone number) to official recruiting representatives of the armed forces of the United States and the service academies of the armed forces of the United States. School officials will not allow access to the pupil's directory information if the adult pupil or parent or legal guardian of the pupil submits a signed, written request to school officials indicating that the directory information for that pupil be withheld.

G. A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #8330) is available in the Superintendent's Office.

Enrolling in School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent(s) or legal guardian. When enrolling, parents must provide copies of the following: a birth certificate or similar document, or court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of residency, and proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The PHS office will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Transferring out of the District

If a student plans to transfer from Portland High School, the parent must notify the school office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the school may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

Advisory to All Parents/Guardians Regarding Pesticides

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or daycare property must provide an annual advisory to parents/guardians of students attending the facility. Portland Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.
This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem. You will receive advance notice of the application of a pesticide, other than bait or gel formulations at your child's school. This advance notice of the application will be given 48 hours before the application.

The law requires us to do this notification by using two methods. The first method required by the law is the posting at the primary entrances to your child's school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail, please contact the Operations Department at (517) 647-2993. Please give the Operations secretary your name, mailing address and what school your child attends. In an emergency (for example, bees nest), pesticides may be applied without prior notice, but notice will be provided following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Gerrit Bond, the District's Director of Operations at (517) 647-2993 or by email at gbond@portlandk12.org. The telephone number or email may also be used when school is not in regular session.

Asbestos Management Plan Available for Review by Parents and Employees

Our school district conducts extensive asbestos surveys of all of our buildings on a regular basis. Based on the findings of the inspections, a comprehensive management plan is in place. This plan details the response actions that the district took regarding asbestos containing materials found in our buildings. This plan is available for inspection at our office without cost or restriction during normal business hours. Our office is located at 6636 E. Grand River Avenue, Portland, Michigan.

We have endeavored to make our schools a safe place in which students can learn. Please let us know if we can answer any questions.

Notification of Parent/Student Rights

Identification, Evaluation, and Placement

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;

B. Have the District advise you of your rights under Federal law;

C. Receive notice with respect to identification, evaluation, or placement of your child;

D. Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;

E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;

F. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;

G. Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;

H. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;

I. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement;

J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

K. A response from the District to reasonable requests for explanations and interpretations of your child's records;

L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. William Heath.

N. Ask for payment of reasonable attorney fees if you are successful in your claim; and

O. File a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. William Heath, Superintendent (517-647-4161)

Right to Review Teacher Qualifications

As a parent of a student at Portland Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher is licensed and/or qualified according to the Michigan Department of Education to teach the grade level and subjects he or she is assigned to teach.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether there are any teacher aides or similar paraprofessionals that provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the PHS Principal.

Right to Review Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review

materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Drug-Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Parent Involvement Expectations

Part I. General Expectations

Parental involvement means the participation of parents in regular and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- play an integral role in assisting their student's academic development
- are encouraged to be actively involved in their student's education both in and out of the classroom
- are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student.

Portland High School agrees to implement the following:

- The building will put into operation programs, activities, and procedures for the involvement of parents in our school including a school improvement team that consists of administrators, teachers, and parent members.
- The school will provide opportunities for the participation of all parents including those with limited English proficiency, parents with disabilities, and parents of migratory students.

Part II. Parental Involvement Policy Components

1. Portland High School will provide assistance to parents of students served by the school district or school in understanding topics such as the following:
    - Monitoring students' academic progress
    - Michigan's academic content and achievement standards
    - Michigan and local academic assessments
    - How to work with educators to improve education
2. Portland High School will provide communication in a variety of ways including school-wide newsletters, Skyward reports and messages, school-wide and personal teacher emails, and website postings to help parents work with their student(s) to improve academic achievement.
3. Portland High School will continuously work to educate its teachers and staff in parental involvement strategies designed to improve the educational progression of our students.
4. Portland High School will develop practices that encourage parent involvement:
    - Making efforts to offer activities at times that are convenient to parents
    - Setting and communicating expectations for parent involvement
    - Providing parents with course curriculum information
5. Portland High School will develop with parents, students, and staff a school-parent-student compact that outlines how parents, the school staff, and students will share the responsibility for improved student achievement.

Part III. Review

Portland High School agrees to utilize a school improvement team to review this policy annually and make it available to parents, students and staff in paper format and electronically on the school's website.

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, the Board of Education is nonetheless committed to equal treatment in application of its policies and procedures to all students. With the following exceptions, the rules and regulations set forth in the Portland High School Student Handbook will apply to all students, regardless of their attainment of the age of majority: students 18 years and older may have the same privilege as their parent/guardian as it relates to access to their student records, 18 year-old students may represent themselves during

disciplinary conferences, and be in receipt of their own grade reports. The 18 year-old student must first notify school officials in writing that he/she wishes to exercise these rights and that school communications should be sent to the student and not the parent/guardian.

School Safety

It is the primary responsibility of the staff at Portland High School to ensure the safety of all students. There are many procedures and policies contained in this handbook to address safety issues. One policy is all doors including the front door are locked after 7:30. Visitors will need to use the "buzz-in" system at the front door to request permission to enter the building after that time. Upon admittance, we ask all visitors to please stop in the main office. If at any time you have questions or concerns about safety, please contact a school administrator.

In addition to the "buzz-in" system, PHS annually conducts State required emergency drills and uploads the drill sheets to our website. We also have procedures in place and posted for campus emergencies. These plans are reviewed and updated as necessary.

Safety training, including fire, tornado, and lockdown drills as well as basic training regarding situational awareness is provided to students and staff each year. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. All students must have an emergency contact sheet signed by a parent/guardian and have it on file in the school office. Students with specific health care needs should deliver notice about such needs to the school office.

Graduation Requirements and Academic Standards

1. A student must earn a minimum number of credits to graduate:

Class of 2023: 24 Credits	Class of 2025: 29 Credits
Class of 2024: 27 Credits	Class of 2026 (+): 32 Credits

Any transfer students will use this formula to transition traditional credits to block scheduling credits:

- 12th Grade Transfer Student: 24 Credits
- 11th Grade Transfer Student: 27 Credits
- 10th Grade Transfer Student: 29 Credits

Any student transferring mid-year will default to the lowest number of credits. For example, a student who transferred in January of their 11th grade year will need 27 credits to graduate.

2. Required credits for issuance of a diploma and graduation:

English Language Arts	4.0 Credits
Must include English Language Arts 9, English Language Arts 10, English Language Arts 11 or equivalent, and English Language Arts 12 or equivalent	
Mathematics	4.0 Credits
Must include Algebra I, Geometry, Algebra II and one additional mathematics credit The student MUST complete a Mathematics credit in his/her senior year	
Science	3.0 Credits
Must include Earth Science, Physical Science, Biology and either Chemistry or Physics	
Social Studies	3.0 Credits
Must include World History/Geography, U.S. History/Geography, Government and Economics	
Information Technology	0.5 Credits
Must include Computer Applications, or AP Computer Science, or Intro to Computer Science	
Physical Education/Health	1.0 Credit
Must include Physical Education 9 and Health 9	
World Language	2.0 Credits
Must include 2 years of the same world language or equivalent	
Visual, Performing and Applied Arts	1.0 Credit
Must include 0.5 credits of Communications	
Online Learning Experience	Transcript Notation

3. Successful completion of a semester class is equal to one credit. A 9-week class is equal to one-half credit. In order to accrue credit for a class a student must successfully complete the class with a minimum grade of "D-".
4. All students are to enroll as a full time student~~,~~ unless approved by administration.

5. Remediation credits towards graduation may be accepted from Adult/Alternative Education or an accredited high school completion program.
6. Credits earned at schools previously attended are accepted based upon review by the counselor and administrator.
7. A student must participate in good faith in Michigan Merit Examination (MME) testing in order to participate in commencement exercises for his/her class.

Administrative Review

The building administrator may substitute up to one (1) credit for a student under the following circumstances:

1. The educational program of the student is clearly improved.
2. The total number of required credits is not changed.
3. The minimums as set by the State of Michigan are met.

Personal Curriculum

The Michigan Merit Curriculum legislation allows the parent or legal guardian or educator of a pupil to request a "personal curriculum" for that pupil that modifies certain requirements of the Michigan Merit Curriculum requirements. The personal curriculum must be developed by the pupil, at least one of his/her parents or his/her guardian, and his or her high school counselor or other designee selected by the high school principal. Revisions to a personal curriculum may be made if they are developed and agreed to in the same manner as the original personal curriculum. The personal curriculum must incorporate as much of the subject matter content expectations of the Michigan Merit Standard as is practicable; establish measurable goals that the pupil must achieve while enrolled in high school; provide a method to evaluate whether her or she has met those goals, and be aligned to the pupil's Educational Development Plan (EDP). The pupil's parent or legal guardian and the superintendent of the school district or his/her designee must agree to the personal curriculum before it takes effect. If a pupil is at least 18, or an emancipated minor, he or she may act on his/her own behalf. The parent or guardian must be in communication with each of the pupil's teachers at least once each calendar quarter to monitor the pupil's progress toward the goals in his/her personal curriculum.

Testing Out

The Board of Education of Portland Public Schools acknowledges that some students may have acquired knowledge or skills at levels that would allow them to demonstrate they meet or exceed the content expectations associated with a subject area. Portland High School students may request an opportunity to demonstrate such mastery either through a written examination or other culminating experience normally reserved for students upon completion of a class, referred to as "testing out". It is the intent of the Board to extend to all students the opportunity to demonstrate mastery in a range of courses offered at Portland High School, and to allow for the most efficient use of instructional time.

A. This policy will apply equally to all students of Portland High School.
B. No letter grade shall be earned by testing out of a course; the notation of successful completion and earning of credit will be noted on the student's transcript.
C. Credit earned through this provision shall be counted toward graduation.
D. Credits earned through testing out shall not be included in a computation of grade point average for any purpose.
E. A student may not test out of a class in which he/she is currently enrolled or has been previously enrolled.
F. To earn credit the student must achieve a grade of at least a C+ on each end of semester assessment.
G. After earning credit in a course, the student may not receive credit thereafter for a course lower in the sequence in the same subject area.
H. The following will be the allowable times in which a student may attempt to test out of a class:
    a. The final exam period at the end of the first semester and second semester.
    b. One day set aside prior to the start of school in the fall.
I. A student who wishes to attempt to test out of a class must file a request ten (10) days before the end of the semester for 1 and 2 above, or test out prior to the first day of classes (3 above).
J. Students who wish to attempt to "test out" of a class must meet with a building administrator or counselor to discuss options.
K. A student may only attempt to test out of each class one time.

General Information

School Notification System

The district uses School Messenger to send district and building notifications using the emails and phone numbers provided with student registration. Contact information is automatically connected to School Messenger through Skyward. It is important that student information is correct in Skyward especially in the event of an emergency.

Emergency School Closing

In the case of inclement weather or other situation requiring the closing of school, information may be obtained via the following media outlets:

Television:	WLNS (Channel 6)	WILX (Channel 10)	WOTV (Channel 41)
	WOOD (Channel 8)	WZZM (Channel 13)	WSYM (Channel 47)

Radio:	WJXQ (106.1 FM)	WHZZ (101.7 FM)	WWDX (92.1 FM)	WJIM (1240 AM/97.5 FM)
	WITL (100.7 FM)	WVIC (94.1 FM)	WFMK (99.1 FM)	WQTX (92.7 FM)

Skyward (Parent and Student Access)

Parents and students have the capability of viewing student grades 24/7 via the software package known as Skyward. To get registered as a Skyward user and receive instructions on how to utilize Skyward, contact the High School Office.

Graduation Honors

Valedictorian/Salutatorian

The students with the top two cumulative grade point averages through seven semesters (calculated to the 5th decimal point) will receive the honor of being named Valedictorian (highest GPA) and Salutatorian (second highest GPA).

Honor Students

The Honor Students are designated as students of the graduating class who have attained a cumulative grade point average of at least 3.50000 through seven semesters.

Students who graduate early are not eligible for these awards but will be allowed a separate distinction at graduation. Students who are enrolled in the Early College program are eligible for graduation honors based on the first seven semesters of their high school career.

Academic Recognition

Honor Roll

The Honor Roll is compiled at the end of each quarter. To qualify for the Honor Roll, students must attain a grade point average of at least a 3.00000 and have no grade less than a "C".

Principal's List

The Principal's List is compiled at the end of each quarter. Students who attain a grade point average of at least a 3.30000 with no grade less than a "B" will receive recognition by being named to the Principal's List.

Academic Letter

Students who maintain a minimum grade point average of 3.30000 and receive no grade less than a "B" for the academic year (all four quarters) will receive an Academic Letter.

Standardized Testing

Over the course of the academic year, standardized tests will be administered to various student groups at PHS. All students will be given the NWEA assessment for the purpose of district and building-wide progress monitoring of student learning.

Freshmen/Sophomores: All members of the freshmen and sophomore classes will be administered the PSAT. This is a timed assessment, assessing English, Math, Reading and Science knowledge and skills. The PSAT will be administered in the spring.

Juniors: All students in the 11th grade will be administered the SAT as a part of the State of Michigan-mandated Michigan Merit Examination (MME) in the spring which includes the SAT, Workkeys, and other MME sections.

Seniors: All students in the 12th grade who did not take the assessments in the spring of their 11th grade year will take the MME.

Specific testing schedules will be made available once they are scheduled by the State.

Portland High School requires all students to "participate in good faith" in the MME in order to participate in commencement exercises their graduating year. On the days of testing, students are free to leave at the conclusion of that day's testing, or may wait at school for the bus to pick them up at the end of the day.

Dual Enrollment

Dual enrollment is an opportunity for qualifying Portland High School juniors and seniors to take classes at a post-secondary educational institution while still attending Portland High School. Students who dual enroll may receive both college and high school credit for satisfactory meeting the requirements of the class. This credit will apply toward graduation and be counted as a regular class in every respect, including the computation of Grade Point Average (GPA). Students interested in dual enrollment opportunities must make provisions to do so through their counselor. A dual enrollment handbook is available in the Student Services Office or through the Post-Secondary Coordinator, Jason Haid at jhaid@portlandk12.org.

Portland Early College Program (PECP)

The Portland Early College Program is a dual enrollment program that allows students to stay with Portland Public Schools for a 5th year to earn college credit. While in the program students receive extra support from our staff, preferential scheduling, and both high school and college credit. Signing up for this program can start as early as the 9th grade and up to the start of their 11th grade school year. The district covers all tuition and books for these classes. There is no cost to families that are part of the PECP.

Each student enrolled in the PECP will be required to complete the Early Middle College Association Technical Certificate requirements which includes: Minimum completion of 15 college credits with 2.0 G.P.A or higher. 100 hours of verified community service and/or college/career coursework. Contact Jason Haid, Post-Secondary Coordinator at jhaid@portlandk12.org or 517-647-2981 for more information.

Grading System

Final grades for a marking period will be determined by a combination of class participation and performance on daily assignments, quizzes, tests, papers, and projects as determined by the teachers. The staff at Portland High School utilizes a common grading scale for assessing student work. The grading scale is as follows:

%	Grade	%	Grade	%	Grade
100-93	A	82-80	B-	69-67	D+
92-90	A-	79-77	C+	66-63	D
89-87	B+	76-73	C	62-60	D-
86-83	B	72-70	C-	59-0	F

A grade of "I" (Incomplete) may be given in certain circumstances where work for the class was not able to be completed by the end of the grading period. Incomplete grades must be made up within three (3) weeks of the marking period or the grade will be recorded as failing ("F").

Grade Point Average Calculation/Weight Scale

Portland High School uses a 4.0 system to determine grade point average and class rank. Advanced Placement (AP) classes will be weighted on a 5.0 scale for the purpose of grade point average (GPA) and class rank.

Grade	Traditional Courses	AP Courses
A	4.000	5.000
A-	3.667	4.667
B+	3.333	4.333
B	3.000	4.000
B-	2.667	3.667
C+	2.333	3.333
C	2.000	3.000
C-	1.667	2.667
D+	1.333	2.333
D	1.000	2.000
D-	0.667	1.667
F	0.000	1.000

Student Grade Progress and Reports

Parents and students can easily access constant grade updates via Skyward either online or in the mobile app. Parents are able to schedule automatic updates (weekly or daily) from the settings in Skyward. Parents can contact the PHS Main Office for assistance with their Skyward settings. Teachers will update grades in Skyward on a weekly basis. Parents are encouraged to call and/or email teachers with any questions regarding grades or academic progress. Final grades will be mailed home at the end of each semester.

Parent-Teacher Conferences

Parent-Teacher conferences can be held throughout the year as parents and guardians are encouraged to communicate regularly with the teachers and staff via phone and email. Scheduled parent-teacher conferences details and dates will be communicated as scheduled in the fall and spring.

Pledge of Allegiance

Each day the Pledge of Allegiance will be recited in each classroom.

Student Concerns, Suggestions, and Grievances

The programs at Portland High School exist to serve the needs of every student in our care. Students are encouraged to share suggestions that could improve the school. In addition, any concerns regarding the educational program or school culture should be directed to school administration. Students are welcome to talk to any staff member, but can also contact any member of the administration team (Principal, Dean of Students, or Athletic Director). The Student Services (school counselors) team can also be helpful for any students who are apprehensive about approaching administration.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade unless it is to the teacher of record.

Lockers

Students in grades 9-12 will be assigned a locker for the duration of their high school career. Students will not be given a new locker each year. All lockers, (Hallway, Physical Education, and Band), assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee. Students should turn their locks when closing the locker to reset the combination and never share their combinations with others.Students are not to write on lockers, or attach stickers, contact paper or inappropriate material (material depicting alcohol, tobacco, controlled substances, or sexually offensive material).

Backpacks/Book Bags

Student backpacks, book bags, or other conveyance items will not be allowed in the classroom. Backpacks, book bags, etc. must be stored in the student's locker for the duration of the school day. Any bags brought on campus will be subject to Search and Seizure policies.

Search and Seizure

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board of Education authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent if there is reasonable suspicion of a violation of a law or school rule or conducted to protect the health and safety of others.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker.

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

1. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
2. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
3. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
4. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
5. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Monthly Newsletter and Announcements

Any school-wide announcements will be sent to student emails and/or posted in Brightspace. A newsletter is sent out to all stakeholders (students and families) every month. This newsletter is posted in the main office. A Student and community information bulletin board is located in the main hallway. Students may post approved items on this bulletin board. No posting of information by students anywhere in the building is allowed without administrative approval.

Visitors

Adults are welcome to visit the high school during the school day. If an adult wishes to visit classrooms in session, the visit needs to be scheduled and arranged with the main office and the teacher. Upon your arrival at the school we ask that you stop in at the Main Office to register as a visitor. Non-adult visitors or guests (school-aged persons) are not allowed, as they cause a disruption to the educational process. All visitors must complete an iChat background check.

In-School Illness/Injury

In the event of illness during school hours, students are to report to the Office. Injured students should report immediately to the teacher/supervisor/administrator in charge. School personnel will evaluate the situation and make the determination regarding contacting parents and/or emergency personnel. If permission is given for the student to go home, the student must sign out in the Office. More information regarding attendance is located in the Attendance section of this handbook.

Lost and Found

Each year the office accumulates a number of unclaimed items. If you lost an item in school, please check at the office. Likewise, if you find something that does not belong to you, give it to the office. Items not claimed will be donated at the end of each marking period.

Telephone Usage

Office and classroom telephones are for school personnel use and are to be used by students only in the case of an emergency or for those students wishing to go home. Under no circumstance will students be able to utilize an office or classroom telephone without permission from school personnel.

Textbook Usage

All students will sign a textbook card when issued a textbook. It is the student's responsibility to fill out the card completely and accurately as students are ultimately responsible for the condition of the book when it is time to turn it back into the school. The school will assess fees for damaged or lost textbooks.

Student Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines: A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasive or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event, or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to requested display.

Lunch/Cafeteria

Both "Type A" and "ala carte" items are available to students for purchase, along with milk, water, and juices. Following are the standards of acceptable behavior and conduct during lunch:

1. <u>All food and beverages are to be consumed in the cafeteria</u>. Food items and beverages other than water are not to be taken out of the cafeteria at any time during the school day.

2. Students are to be in designated areas only during lunch: the cafeteria and/or gymnasium. Parking lots, hallways, and lockers are off-limits during lunch.
3. Students are to enter the serving lines via the doorway and make purchases only for themselves.
4. Students are expected to pick up after themselves and dispose of items properly in the appropriate containers.

Students need permission to leave the cafeteria at lunch. Students shall not purchase or consume soft drinks, coffee drinks that are high in sugar content or other highly artificially sweetened beverages on school grounds prior to the start of the school day, throughout the instructional day and after school.

Work Permits

Any minor who is 11 to 17 years of age needs to have a CA-6 or CA-7 Work Permit and Age Certificate completed and on file with the place of employment and school. Work Permit and Age Certificate forms are available in the office. A permit may be revoked by the school if: (1) poor attendance results in a level of school work lower than that prior to beginning employment, or (2) the Michigan Department of Consumer and Industry Services/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. **Work permits and instructions are available in the High School Office.**

New Clubs

If students are interested in starting a new club, they must submit a proposal in writing to the Student Council to review its need within the school. The proposal must include the purpose of the club and its goals.The name of the staff member willing to supervise the club must also be presented. The Student Council will then forward the written proposal to the principal for a decision.

School Fees and Fines

The school charges for certain non-curricular activities. Such fees or charges are determined by the cost of materials, handling fees, loss or damage to school property. The district shall provide basic supplies needed to complete the required course curriculum. The student/family may choose to purchase their own supplies based on recommended items for a class. Any student with financial hardship can ask the school for help with needed items. Students using school property and equipment can be fined for excessive wear and/or abuse of the property and equipment.

Student/School/Activity Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers. Crowdfunding activities are governed by School Board Policy and Administrative Guideline 6605. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fundraising activity. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal. All fundraising activities need to be approved by the Athletic/Activities Director.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. All student handbook rules apply to all trips.

Counseling/Student Services

Counseling services are available throughout the school year for academic and/or personal concerns. Information and assistance regarding college/post-secondary opportunities and financial aid are also available through the Counseling Office.

Student Assistance Program

Student Assistance is a program that offers a way for schools, students, and parents to address high-risk behaviors that interfere with the student's academic performance and/or social development. The staff of PHS utilizes the Student Assistance Program to help students deal with school and/or social problems. "At-risk" behaviors are addressed; help is

made available to families; and efforts to help the student are coordinated between home and school. Students may be referred by school staff, parents, the courts, or by self-referral. Confidential handling of concerns is stressed. For more information, contact a school counselor.

National Honor Society

The National Honor Society is an organization formed to foster and promote academic recognition and community service. Membership considerations are made in February/March. Sophomores, juniors and seniors must have a B+ (3.33300) cumulative grade point average and may not be a former member of the chapter. Those who qualify scholastically must complete a survey of their extracurricular activities, community service, employment, and achievements since entering high school. Additionally, candidates must submit a proposal for a group service activity. Faculty members who are familiar with the candidates will be asked to rate candidate character traits.
To maintain good standing in the society, members must maintain the 3.33300 minimum grade point average. If a member's cumulative GPA falls below the requirement, he/she receives a warning letter and one semester to improve the GPA to minimum standards; failure to do so will result in loss of membership. In addition, each member must complete service projects as outlined in the Chapter Bylaws.

Dances

Dances are provided for students at Portland High School through the sponsorship of the Student Council. The dances are intended to provide a worthwhile social experience for students. Attendance at a school dance is to be considered a privilege, not a right. Students may bring guests if a guest authorization form is on file with the main office. No middle school aged students or persons over 19 years old will be allowed at PHS dances.

Prom is a special dance limited to juniors and seniors and their allowed guests. If Prom is on a Friday, students must be in attendance at school the full day before prom in order to attend. Students may be dismissed/asked to leave the premises for a variety of infractions including inappropriate or vulgar dancing. If students are dismissed from a dance, a refund will not be given.

To ensure a safe and enjoyable experience for all students at school-sponsored dances, the following rules apply:

1. **Entry Time**: No students will be admitted more than one hour after the dance begins.
2. **Guest Policy**: If a PHS student brings a guest, they must arrive **together** at the entrance. If the PHS student leaves the event, their guest **must leave at the same time**—no exceptions.
3. **Bags**: No bags of any kind will be allowed inside the dance venue.
4. **Reentry**: Once a student leaves the dance, they may not reenter.

These expectations are in place to promote a secure and respectful environment for all attendees. Failure to follow these rules may result in removal from the event and/or further disciplinary action.

Copyright Statement

Copyright and the need for supportive laws to protect the legitimate rights of authors and inventors in a democratic society has led to the enactment of legislation (The Copyright Act of 1976) supporting the exclusive right to a publication, production, or similar work to "foster the creation and dissemination of intellectual works for the public welfare (and) to give creators the reward due them for their contribution to society". Students should both appreciate and respect the rights of authors and inventors and recognize that their contributions, within the law, can and should be used to advance education and society.
While intellectual property rights are provided to the author/inventor, the copyright law gives schools degrees of special exception to such rights via the concept of "fair use". The fair use doctrine enables certain uses of a copyrighted work without the copyright holder's permission. The four basic criteria used to determine whether use of copyrighted work falls within the fair use doctrine are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose;
2. The nature of the copyrighted work (greater latitude is given to the use of factual as opposed to fictional material);
3. The amount and "substantiality" of the work used in relation to the copyrighted work as a whole;
4. The effect of the use upon the potential market for a value of the copyrighted work.

Students need to seek assistance from a faculty member if there are any questions regarding copyright policy and fair use.

Administration of Medication

It is the policy of the Board of Education that the school will not provide students with any medication, including over the counter medications (Aspirin, Ibuprofen, etc). The administration of medication by school personnel shall be authorized and performed in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building administrator or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from both:

1. The parent(s)/guardian(s), who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and to contact the physician directly.
2. The physician, who shall provide instructions to school personnel regarding the administration of medication. Instructions from the physician must include:

Name of the pupil	Name of the medication
Dosage of the medication	Route of administration
Dosage schedule; and	The length of time (current school year only) to be administered.

New parent(s)/guardian(s) and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

Student Self-Administration/Self Possession of Prescription Medications

Upon the written request of the parent(s)/guardian(s), and with directions supplied by the physician, and with the approval of the school administration, students may self-possess small quantities of medication for self-administration. All self-possessed medications must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

In order for a student to possess and self-administer prescription medication there must be on file at the school both:

1. Written request and permission from the parent(s)/guardian(s) to allow the student to self-administer and self-possess his/her own prescription medication in the dosage prescribed by the physician and to allow the school to contact the student's physician directly.
2. Written instructions from the physician providing instructions for the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the physician or other professional medical personnel. Instructions from the physician must include:

Name of the pupil	Name of the medication
Dosage of the medication	Route of administration
Dosage schedule; and	The length of time (current school year only) to be administered.

Use of an Inhaler

A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if there is written approval as stated above on record at the school (as described in the Michigan Revised School Code, Section 380.1179). The building administrator shall notify each teacher of a pupil who is in possession of an inhaler under the above conditions.

New parent(s)/guardian(s) requests and permission and physician written instructions must accompany any change in medication, dosage, or time of administration.

District Personnel Administration of Over the Counter Medications

Non-prescription or over the counter (OTC) medications shall not be stored or dispensed by District personnel without:

1. Written request and permission from the parent(s)/guardian(s) to have District personnel give the OTC medication to their child.
2. Written instructions which include:

Name of the pupil	Name of the medication
Dosage of the medication	Route of administration
Dosage schedule; and	The length of time (current school year only) to be administered.

3. The medication being provided to the school by the parent/guardian in the original properly labeled container.

New parent(s)/guardian(s) written instructions and permission must accompany any change in medication, dosage, or time of administration.

Self-Administration/Self-Possession of Over the Counter Medications

Non-prescription, over the counter (OTC) medications may be in the possession of and self-administered by a student only if the following conditions are met:

1. Written permission from the parent(s)/guardian(s) to allow their pupil to self-administer the OTC medication.
2. Written instructions which include:

Name of the pupil	Name of the medication
Dosage of the medication	Route of administration
Dosage schedule; and	The length of time (current school year only) to be administered.

3. The medication shall be kept by the student in the original properly labeled container.

New parent(s)/guardian(s) written instructions and permission must accompany any change in medication, dosage, or time of administration. All necessary written permission forms and physician's directions detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

Determining Time for Dispensing Medications

A building administrator may set a reasonable designated time for the administration of medications. The parent(s)/guardian(s) shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

Administration of Medication

The School Nurse or other designated school personnel will:

1. Inform appropriate school personnel of the medication;
2. Keep a record of the administration of the medication. The record will include student information, name of medication, time and date(s) administered, signature of person administering and signature of adult witness;
3. Observe the student for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.
4. Keep the medication in a locked cabinet;
5. Return the unused medication only to the student's parent/guardian.

The student's parent/guardian has the sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

The necessary forms for District or self-administration of prescription or over-the-counter (OTC) medications are available in the High School Office.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases can include but are not limited to; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to

warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents may be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

School-Sponsored Clubs and Activities

Portland High School provides students the opportunity to broaden their learning through extracurricular-related activities. Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as sports, drama, music, etc. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School-Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

Code of Student Conduct

Positive Behavior Approach to School-Wide Discipline (PBIS)

The Portland Public School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsibility in promoting behavior that enhances academic and social success. Courteous, respectful and responsible actions foster a positive climate for the learning community.

Individual rights relate to individual responsibilities and must be seen in relation to the safety, health, and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individualism at school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedoms and the orderly operation of the school environment. If a student feels unsafe or is threatened or is the victim of harassment or any of the outlined behaviors contained in this handbook, the student or student's parent/guardian should contact the school administration immediately (517 647-2981).

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules and policies so that everyone knows what is expected. PBIS (Positive Behavioral Intervention and Supports is a team approach which helps to define expectations, to teach expectations, to acknowledge expectations, to correct behaviors proactively, and to base decisions about behavioral management on data. When determining the appropriate action to take as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending on the severity or repetition of misconduct, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school, and other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

The Code of Student Conduct applies when a student is: 1. at school. ("At school" means in the classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises), 2. using school telecommunications networks, accounts or other district services, and 3. at Ionia County Career Center (ICCC) or other off-campus sites. If a student is suspended from ICCC, that student is also suspended from PHS. The same applies if a student is suspended from PHS, that student is also suspended from ICCC.

Forms of Discipline

A. Discipline Conference – Meeting of the student and parents with one of the building administrators.
B. After School Detention – Teachers or administrators may give this type of disciplinary action. Parents will be notified of detentions. Failure of the student to meet this obligation may result in their suspension or other disciplinary action. Bus students are not exempt from serving after-school detentions. Detentions will increase in length with the infraction severity and the number of infractions. Some infractions will require the student to serve a two (2) hour after school detention. Students will be required to follow a set of specific rules during all detentions. If said rules are not followed, the student will be dismissed from detention and will be out of school suspended (OSS). If/when a student accumulates more than 4 "2-hour detentions", the 5th 2-hour detention will result in a 1-day out-of school suspension (OSS), the 6th will result in a 3-day OSS, the 7th will result in a 5-day OSS, and any subsequent infraction will result in a 10-day OSS and a recommendation to the Superintendent for expulsion.
C. Temporary Debarment – The student is separated from a class or classes or a school sponsored function by an individual teacher or principal or designee pending appropriate action. The action by a teacher is subject to administrative review.
D. Snap Suspension - A student may be removed from a "class, subject, or activity" and referred to a building administrator for disrespectful actions or attitudes, disobedience, or creating a disturbance in the class which, in the teacher's judgment, is detrimental to the management and educational process of the classroom. As soon as possible after the snap suspension the teacher will contact the student's parent/guardian and apprise them of the situation warranting the removal from class.
E. Short-term Suspension (OSS) – The student is temporarily removed from the regular class routine because of a misdemeanor or persistent disobedience. The length of the suspension will be determined by the nature of the offense. The suspension can be up to 10 days per incident. A suspension may be imposed immediately upon a student without first affording the student or parents/guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. During a suspension, the student is not allowed on school grounds or at school events without prior written permission from the administrator and parental escort.
F. Progressive Discipline – Progressive discipline is used when students with multiple discipline infractions continue to disregard school policies and procedures (persistent disobedience). This form of discipline refers to a progressive sequence of Out-of-School Suspensions (for example: 1, 3, 5, up to 10 days with a recommendation for expulsion) for any discipline infraction. This process may lead to a recommendation for expulsion.
G. Alternative Discipline – This will be a choice of discipline that administration may choose instead of out-of-school; for example, parents accompanying the student to school all day. Three to six days of parental attendance is equivalent to five to ten days of suspension. Students may utilize our Student Assistance Program to reduce suspensions associated with drug or alcohol related violations. This program may be used once during the student's four years of high school as an alternative form of discipline.
H. Long-term Suspension – If the student is recommended to be out-of-school suspended (OSS) for more than 10 consecutive days, the student and/or parent/guardian will be notified in writing. A long-term suspension will not be imposed until the student and/or parent/guardian is given an opportunity for a formal hearing before a committee of the School Board. Students being recommended for expulsion will be afforded due process under the PPS Board of Education Policy governing the situation.
I. Expulsion – The student may be permanently removed from school because of a gross misdemeanor or persistent discipline. "Repeat offenders" (students who habitually violate the Code of Conduct) will be recommended for expulsion. An expulsion will not be imposed until the student and/or parent/guardian is given an opportunity for a formal hearing before a committee of the Board. Students being recommended for expulsion will be afforded due process under the PPS Board of Education Policy governing the situation.

Due Process

The student will be confronted by the administrator for his/her violation of the discipline code. At that time, the student may present his/her argument for his/her action. Parents may be contacted and will be notified by a written report of the cause of the disciplinary action and the action taken in the case. Parents are encouraged to contact the school if they have any questions regarding this matter.
The following procedures will be used by the administrators:

A. The student shall not be judged guilty by virtue of being accused.
B. The administrator for the purpose of obtaining all information pertinent to a fair decision shall conduct an informal investigation as soon as possible. Sometimes it might be necessary for a student to be temporarily removed from school during an investigation.

C. Provisions shall be made for the student to be heard and to present his/her view of the occurrence involved.
D. If suspension is the decision of the administrator, the student shall be duly informed of the reason and have an opportunity to present information.
E. The administrator shall make the determination in case of suspension. Parents will be notified by telephone, if possible, of the decision, and the length of suspension must be confirmed in writing. The administrator will take the initiative to confer with parents/guardians to make plans for the return of the student to the classroom.
F. An unfavorable decision from a building level administrator can be appealed to the Principal and then may be appealed to the Superintendent.
G. An unfavorable decision regarding an expulsion may be appealed to the School Board.
H. Factors such as severity, age, discipline history, disability, etc. will be taken into consideration before consequences are given.
I. Students with an IEP or 504 are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) and the Rehabilitation Act of 1973.

Any infraction that substantially disrupts, impedes, or interferes with the operation of the school, infringes on or invades the rights of others will result in discipline. If a student assists another student in violating any school rule, he/she will be disciplined as well. Some specific examples are listed below.

Level I Violations

A. Academic Integrity: A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials or records.

Definitions:

1. Plagiarism is using someone else's words or ideas, as a whole or in part, and claiming them as your own.
2. Cheating is gaining or providing improper or unauthorized access to answers.
3. Unauthorized access or tampering with educational material or records includes, but is not limited to: access to grades, grade books, answer keys, or copies of tests, quizzes and assignments without permission.
4. Use of Artificial Intelligence / Natural Language Processing (AI / NLP) in an unauthorized scenario. **See Use of Artificial Intelligence/Natural Language Processing Tools**

Violations will be reported to the office and may result in a grade of zero on the assignment, parent contact by the teacher (with each offense), after school detention, parent contact by the administration, or suspension.
Note: Offenses for Academic Misconduct are cumulative throughout the student's high school career and will increase in severity with each offense.

B. Student Dress: A school, in carrying out its responsibility in creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity and age of the student. In general, it shall be the responsibility of the individual student and his/her parents/guardians to set the guidelines for appropriate dress within reasonable standards of social acceptance. Factors of health, safety, and orderly functioning of the school are the determinants of appropriate dress.

To create a respectful and focused learning environment, students are expected to dress appropriately for school. The following guidelines are in place to ensure safety, respect, and minimize distractions:

- **Acceptable Clothing:**
  - Shirts must provide full coverage (front, back, and sides).
  - Bottoms (pants, skirts, shorts, or dresses) must cover undergarments and be at least mid-thigh in length.
  - Footwear is required at all times.
- **Prohibited Clothing:**
  - Clothing with offensive messages related to drugs, alcohol, violence, hate speech, or explicit content.
  - See-through clothing without proper coverage underneath.
  - Tops that are excessively low-cut, backless, or strapless.
  - Midriff-baring clothing or visible undergarments.
  - Hoods or sunglasses worn indoors (unless required for religious or medical reasons).
  - Items that may pose a safety hazard (e.g., chains, spikes).
- **Enforcement:**
  - Students who are out of compliance may be asked to change or adjust their clothing.

    - Dress code violations will be handled respectfully and consistently.
    - Students will be provided with an opportunity to comply before further action is taken.
- **Special Exceptions:**
    - Reasonable accommodations will be made for cultural, religious, or medical needs.

By following these guidelines, we help ensure a positive and focused school environment for everyone.

C. Possession of Disruptive Items and Cell Phones

A student will not possess personal property that is prohibited by school rules or that is disruptive to the educational process or procedures. Such items include, but are not limited to: pornographic or obscene material, laser pointers, water pistols, water balloons, wallet chains, lighters, and personal entertainment devices. These items will be confiscated.

Students shall be permitted to **possess** cellular telephones on school property during the instructional day**.**

Students shall be permitted to **use** cellular telephones on school property during the instructional day but only in **two** areas of the school:

1. **Office-** Students may use cellular telephones in the office with permission of office personnel.
2. **Lunchroom-** Students may use cellular telephones during lunch to play games, check grades or work on an assignment for class without needing direct permission from a staff member.

Note about **Classrooms -** Cell phones are not allowed for student use in the classroom. Students may use cellular telephones in the classroom with the permission of the teacher.

Students do not have permission to use cellular telephones in any other area of the school during the instructional day. This includes listening to music during passing times. Students must be "unplugged" during passing times. Students do not have permission to be on any social media anytime during the school day.

Students are responsible for the content of their electronic devices. Inappropriate material/content is not to be viewed or shared on school grounds. It should be noted that any form of bullying through the use of cell phones is strictly prohibited.

Use of cellular telephones and other electronic communication devices during before-school and after-school activities (provided that they do not interfere with the event or school operations) is at the discretion of the coach, director, supervisor, or other adult in charge. Possession of a cellular telephone or other electronic communication device by a student is a privilege, which may be forfeited by any student who fails to abide by this policy.

Confiscated devices will be held in the office until the end of the day.

No image recording device, including but not limited to cameras, cell phones, personal digital devices, and other electronic image capturing/reproducing devices, shall be operated in any lavatory, locker room or any other space on school district property where privacy is implied and expected for the occupant. The use of such an image capturing/reproducing device in these types of private spaces may result in the seizure of the device by the administration and a suspension from school of up to 10 days, including a recommendation for expulsion.

A student may possess and use a personal digital device. The use of personal digital devices as a communication device is subject to the rules governing the use of cellular telephones or other electronic communication devices. Notwithstanding the general policy permitting the possession and use of personal digital devices on school premises, classroom teachers may, at their discretion, prohibit the possession and use of personal digital devices in the classroom.

A student may possess and use musical and gaming devices with earphones on school premises before school and at lunch. The use of these devices attached to a communication device is subject to the rules governing the use of cellular telephones or other electronic communication devices. Classroom teachers may, at their discretion, allow the possession and use of these devices in the classroom. These devices must be put out of sight at the end of said class period or at a staff person's request.

Portland Public Schools will assume no responsibility for student loss, damage or theft of electronic devices.

D. Campus Privileges

Portland High School functions as a "closed campus". Once a student arrives on campus for the day, whether by private or school provided transportation, he/she is expected to remain on campus until the end of the school day. No student is permitted to leave the school building without permission from the proper school authorities. Students who need to leave the building/campus during the school day must obtain permission from office personnel, with proper verification from a parent/guardian. The student must also receive permission from the Office to enter the parking lot. Any student outside of the building during school hours without permission will be subject to search.

E. Public Display of Affection

Students will not engage in inappropriate displays of affection, such as kissing or embracing of a personal nature.

F. Food and Beverages

Food and beverages are to be consumed only in designated areas, the primary of which is the cafeteria. Beverages other than water are not to leave the cafeteria. All containers must be clear plastic; they may not be colored or a form of metal or styrofoam. **Students are not to bring or possess beverages in glass containers.**

G. Unauthorized Absence from Class/Skipping

A student must be in his/her assigned place of instruction at the assigned time unless in possession of a valid excuse/pass.

H. Technology Abuse

A student will not violate the district's technology use guidelines or acceptable use policy. The policy is included in this publication.

I. Reporting to the Office

All students who are asked to leave a classroom must report directly to the Main Office.

J. Thrown Objects

Objects, including snowballs, are not to be thrown on school property at any time.

K. Student Disorder/Demonstration

Students will not be denied their right to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) believes there is a need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to disciplinary action.

L. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

School Responses to Level I Violations

School administrators and staff may use appropriate intervention strategies, including, but not limited to:

Administrator/staff/student conference or reprimand;
Administrator and teacher-parent/guardian conference;
Confiscation of inappropriate item;
Restitution/restoration;
Before and/or after school detention;
Denial of participation in class and/or school activities;
Revocation of student technology access privileges;
Out of school suspension (short term) from one (1) school day up to and including ten (10) school days;
Expulsion;
Law enforcement agency notification.

Depending upon the severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

Level II Violations

A. Bullying/Harassment/Intimidation-Policy # 5517.01 (Including Cyberbullying)

No student shall bully, harass or intimidate another student. "Bullying, harassment, or intimidation" means any gesture or written, verbal, physical act or electronic communication that is intended or that a reasonable person would know is likely

to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, benefits, or programs, adversely affecting a student's ability to participate in or benefit from the District's education programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress, having an actual or substantial detrimental effect on a student's physical or mental health, or causing substantial disruption in, or substantial interference with, the orderly operation of school. This also includes damaging the student's property or behavior that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student. Bullying, harassment, or intimidation includes, but is not limited to, any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Bullying also includes cyberbullying, which is defined as any communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Cyberbullying also includes posting a message or statement in a public media forum about any other person if both of the following apply: (a) the message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person; and (b) the message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat. PHS also prohibits retaliation of any person who reports a complaint or participates in the investigation. Students who make false allegations about bullying will be subject to discipline as well. Investigation of bullying will be conducted according to Board Policy 5517.01 and safeguards will be made to treat reports of bullying, just as other reports of behaviors are confidential.

B. Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, hazing includes any method of initiation or preinitiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical/personal harm, or personal degradation or disgrace.

C. Sexual Harassment/Indecency (Title IX)

A student will not use words, pictures, objects, gestures or other actions relating to sexual acts or another person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. This includes indecent exposure, touching one's "private areas", and/or pulling a student's pants down. A student will not make unwelcome sexual advances, requests for sexual favors, or engage in verbal or written communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers. Investigation of sexual harrassment will be conducted according to Board Policy 5517.01 and safeguards will be made to treat reports of sexual harassment, just as other reports of behaviors confidential. The Title IX Coordinator is Mr. William Heath, 1100 Ionia Road, 517-647-4161.

D. Use of Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health, or welfare of others on school property. Driving to school is a privilege. Your cooperation will provide for a safe parking lot accessible to students. Students who drive to school must know and follow the rules governing them per School Board Policy 5514. Failure to do so along with other driving infractions may result in parking citations from the City of Portland. Vehicles on school property may be searched if there is reasonable suspicion that illegal, unauthorized, dangerous or contraband items or evidence of a violation of law or school rules are contained.

In addition, students wishing to drive to school must obtain a form with additional driving regulations from the office and return it there before permission to drive to school is granted. Each vehicle must be registered and a parking permit must be displayed while on campus.

Students wishing to drive or ride to the Ionia County Career Center (ICCC) must complete and turn in additional paperwork including permission to drive to an alternate site and permission to park on Ionia High School's campus.

E. Vandalism/Defacement of Property

A student will not willfully cause defacement of, damage to, or destruction of, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. School districts in the State of Michigan are authorized to recover damages not to exceed $2,500 against parents of unemancipated minors who have maliciously or willfully destroyed real, personal or mixed property which belongs to the District.

F. Trespassing

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

G. Student Cooperation with Staff/Insubordination
A student may not swear at, show disrespect for, or refuse to obey a reasonable request or direct order from a teacher, administrator, or other person given responsibility of supervision. If a student has witnessed or has direct knowledge about violations of school policies, the student is responsible for reporting information truthfully, accurately, and completely to school authorities.

H. Inappropriate Language
Students will not use language (written, verbal or electronic), make gestures, or produce graphic representations that contain vulgar, inappropriate or offensive terms or images.

I. Forgery/False Identification
A student will not sign the name of another person for the purpose of defrauding school personnel. A student will not use another person's identification or give false identification to any school official with the intent to deceive school personnel or falsely obtain money or property.

School Responses to Level II Violations
School administrators and staff may use appropriate intervention strategies, including, but not limited to:
Any school response to a Level I violation listed above;
Denial of driving privileges;
Recommendation to the school district board of education or its designee for long-term suspension or expulsion.
Depending upon the severity or repetition, a Level II violation may be reclassified as a Level III violation.

Level III Violations

A. Fighting (Assault/Threat)
A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to, another student. Any student in grade 6 or above who commits a physical assault against another student which occurs on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event shall be suspended/expelled for up to 180 school days. Students who verbally abuse or threaten another student may be suspended for a period of time up to 10 days. Any student in grade 6 or above who physically assaults a district employee or a person engaged as a volunteer or contractor of the district shall be permanently expelled subject to possible reinstatement. Furthermore, any student in grade 6 or above who commits a verbal or written threat of an assault against an employee, volunteer, or contractor of the district must be expelled for up to 180 school days.

B. Weapons
A student must not possess, handle, transmit, or use any instrument which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. The instruments may include, but are not limited to: firearms, knives, brass knuckles, mace or chemical sprays, clubs, iron bar(s), or any device that is primarily used for self-protection, or "look-alike" weapons.

If a student possesses a "dangerous weapon" in a Weapon-Free School Zone (school property or a vehicle used by a school to transport students to or from school property), that student shall be permanently expelled, subject to possible reinstatement. "Dangerous Weapons" are defined as: a firearm, dagger, dirk, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles.

A "firearm" is defined as any weapon, (including a starter gun) which will or is designed to, or may be readily converted to expel a projectile by action of an explosive, or any destructive device which includes any explosive, incendiary, or poison gas, etc.

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

C. Sexual Assault
A student will not sexually assault another person. If a student is in violation of the criminal sexual conduct code in a school building, on school grounds or any other school property, the student shall be permanently expelled, subject to possible reinstatement. "Criminal Sexual Conduct" (CSC) means a violation of the Michigan Penal Code.

Under amended Revised School Code Section 1311(1), school officials can use their discretionary authority to suspend or expel a student who "commits" CSC against another student in the district even if the CSC occurred off campus. The term

"commits," as used by the Legislature in that subsection, does not require a conviction or adjudication before a school may suspend or expel under these circumstances.

D. Arson
A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the student shall be permanently expelled, subject to possible reinstatement. "Arson" means a felony violation of the Michigan Penal Code.

E. False Fire Alarm/Bomb Threat; Tampering with Fire Alarm System or Equipment
Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building, on school property, or at a school-related event. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with the fire alarm system, fire equipment, or emergency medical equipment in a school building.

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee up to 180 school days.

F. Explosive/Incendiary Materials
A student, while at school, will not possess, handle, transmit, conceal or use any item such as, but not limited to, lighters, matches, fireworks, or firecrackers.

G. Extortion
A student will not make another person do any act against his/her will, by force or threat of force, expressed or implied.

H. Substance Abuse
1. A student is prohibited from the manufacture, distribution, sale of, possession, use of, or being under the influence of the following substances:
   a. Alcohol, or any alcoholic beverage, including "non alcoholic malt beverages/wines"
   b. Illicit drugs
   c. Any usable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, glue, hand sanitizer, or reproduction fluid for inhalation
   d. Any prescription or non-prescription drug, medicine, vitamin or chemical, including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not possessed or taken in accordance with the school district's authorized "use of medication" procedures.
   e. Steroids, human growth hormones, other performance-enhancing drugs, or other banned substances (e.g. creatine)
   f. Substances purported to be illegal, or performance enhancing (i.e. "look-alike" or "fake" drugs).

It shall not be a violation of this policy for a student to possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician with permission to use in school has been granted pursuant to school district policy.
2. A student may not possess drug-related paraphernalia at any time during the school day or at a school-related activity, on or off campus.
3. A student may not possess or use tobacco/tobacco-like substances or tobacco-related paraphernalia in any form at any time during the school day or at a school-related activity, on or off campus, or on school vehicles regardless of age. This includes electronic cigarettes, smoking or inhaling devices, etc.
4. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation.
5. Students may not be in possession of vaping products, or vaping paraphernalia/contraband, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and all similar devices on school board property (including school vans, trucks, and/or buses) during the school day, as well as on school property for any after-school event or activity (including off-site school sponsored events).

I. Theft/Possession of Stolen Property
A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to the student.

J. Unauthorized Use of School or Private Property
Students are expected to obtain permission to use any school property or any private property located on school premises. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Any unauthorized use shall be subject to disciplinary action.

Responses to Level III Violations
School administrators and staff may use appropriate intervention strategies, including, but not limited to:
Any school response to a Level I or II violation listed above;
Recommendation to the Superintendent/Board of Education or its designee for long-term suspension or expulsion.
Law enforcement officials shall be notified.

The District reserves the right to further review these matters and impose disciplinary consequences consistent with Section 1311.2 if the student pleads guilty or no contest to, or is convicted of a crime. In the event a student is expelled for possession of a dangerous weapon, arson, assault, or criminal sexual conduct, the school, within three days after the expulsion, will refer the individual to the appropriate county department of the Family Independence Agency or county community mental health agency and notify the individual's parent or legal guardian, or if the individual is at least 18 or is an emancipated minor, notify the individual of the referral. (MCL 380.1311[4])

School Bus Behavior

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses except as approved by the Director of Operations or designee (517-647-2993). The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation. Basic safety rules include, but are not limited to: be on time at the designated loading zone; stay off the road at all times while walking to and waiting for the school transportation; line up single file off the roadway to enter; wait until the school transportation is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe to cross; go immediately to a seat and be seated, etc.

Drivers will not wait for students who are not at their designated stops on time. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation.

During the trip: Each student shall: remain seated while the school transportation is in motion; keep all body parts inside the school vehicle at all times; not litter in the school vehicle or throw anything from the vehicle; keep books, packages, coats, and all other objects out of the aisle; be courteous to the driver and to other riders; not eat or play games, cards, etc.; not tamper with the school vehicle or any of its equipment, etc.

Leaving the bus: Each student shall: remain seated until the vehicle has stopped; cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver, etc.

The driver will not discharge a student at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

Video Recordings on School Buses: Portland Public Schools has video cameras on some school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions may be recorded, the recording will be submitted to the Director of Operations and may be used as evidence of any misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

A student who misbehaves on the bus shall be disciplined in accordance with the School Bus Code of Conduct, the Student Handbook Code of Conduct, and may lose the privilege of riding on the bus.

Attendance Policy

A healthy teaching/learning environment encourages students to regularly attend school and to develop the essential skills and positive attitudes needed to become citizens who contribute to society. Daily attendance in the classroom significantly increases academic success and enhances student learning experiences through student/teacher interaction and student participation. Attendance expectations, rules, and regulations must be firmly established for all students.

In carrying out the shared responsibilities of maintaining students' attendance:

1. Parents/guardians have a responsibility and obligation to require their sons and daughters to attend school on a regular and consistent basis.
2. Parents/students have the responsibility and obligation to explain all absences to those in authority with the Portland Schools within twenty-four (24) hours.
3. Teachers and administrators have the responsibility and obligation to make established efforts on a regular basis to inform parents/guardians of student absences and assure fair application of rules and policies for all students.

There are many components to a successful culmination of a senior year. These include events that are arranged and hosted by a collaboration between the school, senior parents, and student council. Seniors will have many opportunities to make memories with their peers before leaving high school for their next stage in life. All seniors are encouraged to participate in the school-sponsored events and collaborate with the administration or student council for any additional activities to celebrate their final year. These pre-arranged and organized events eliminate the need for a senior-skip day.

Attendance Regulations and Policies

Absence definition: An absence is defined as reporting to class ten minutes after the designated start time or not reporting to class at all.

Excused Absences

1. Parents/guardians are required to notify the school of absences. Phone calls will be answered beginning at 7:00 a.m. (voicemail messages are acceptable) and should be made prior to 9:00 a.m. If a phone call is not made, a signed written excuse from parents/guardians is required giving the student name, date(s) of absence and reason. This is to be presented to the Attendance Secretary the day the student returns to school. Random phone calls will be made to verify legitimacy of calls and written excuses. It is the administration that excuses students based on notification from a parent/guardian. Students cannot excuse themselves.
2. Medical, dental, and attorney appointments should be scheduled after hours. However, if you must be excused for a parent approved appointment, bring your note or appointment card to the Attendance Office BEFORE school begins and obtain a pass to be excused from class at the specific time. **Students MUST sign out according to the policy regarding parent permission in the Attendance Office before leaving.** When you return to school, you must sign back in at the Attendance Office. Students having a doctor, dental, attorney, or court appointment must show proof of their appointment.

We encourage parents/guardians to arrange their vacations so they do not interfere with the regular school calendar. It is in the best interest of the student that the Board of Education promotes attendance excellence. If students do miss because of a vacation, the attendance office must be notified and the student should notify his/her teachers to make arrangements for work that can be done during the trip.

Unexcused Absences

Students absent without proper notification will be issued an unexcused absence and will be dealt with by the discipline code for an unauthorized absence (skipping). **Absences should be verified by 9:00 a.m. the next day or the absence will remain unexcused.**

Ten or more consecutive unexcused absences will cause the student to be dropped from enrollment at Portland High School.

Truancy

Michigan Compulsory Attendance Law states:

> *...every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's 18th birthday, will send that child to the public schools during the entire school year. The child's attendance will be continuous and consecutive for the school year fixed by the district in which the child is enrolled.*

When a student under 18 years old has 10 absences, a warning letter will be sent home. If the student's attendance does not improve and 15 absences accrue, a second notice will be sent home offering suggestions and programs to help improve student attendance. A meeting will be requested between the student, the parent(s)/guardian(s), and an administrator. If attendance still does not improve and 20 absences accumulate, the name of the student and parent/guardian will be forwarded to law and truancy officials.

Make-up of Assignments, Tests, and Other School Work

Students who are excusably absent from school or who have been suspended by school personnel shall be given the opportunity to make up work that has been missed. It is the responsibility of the student to contact his/her teacher(s) on the day he/she returns to school to obtain assignments. **Assignments, tests, quizzes, or projects of any type that were assigned prior to the absence and were due on the day of the absence must be turned in on the first day of return to class**. Class work assigned on the day of an excused absence must be completed within one (1) day of the return to school. (For example, if a student is excusably absent on Tuesday and returns to school on Wednesday, work assigned on Tuesday, will be picked up by the student on Wednesday and turned in by Thursday. If a student is excusably absent on Tuesday and Wednesday, work assigned on Tuesday will be assigned on Thursday (the day the student returns) and then due two days later. In this case, one day for each absence.) **It is the student's responsibility to verify due dates with the teacher(s).** Assignments, tests, quizzes or projects of any type that were assigned or due on the date(s) of an unexcused absence will not be allowed to be made up for grade and/or credit.

Tardy Policy

Tardy Definition: A tardy is defined as not being in the classroom at the designated time (within 9 minutes of class start time). A student must have a pass to enter a classroom after the bell.
Excused Tardy: If students are tardy to school, they should present a written excuse from their parents/guardians to the Attendance Office before going to class. All parental excuses for tardiness should be made to the Attendance Office within twenty-four (24) hours of the tardiness. No detention will be assigned for excused tardiness. Students late for class as a result of another staff member should obtain a written pass from that staff member to excuse the tardy.
Unexcused Tardy: An unexcused tardy occurs typically when a student arrives late to school in the morning or to class after passing time and/or lunch. Students who are late to class within the school day will be marked unexcused tardy, which can lead to detentions with the classroom teacher and/or the office.
Tardy Consequences: All tardies will come with a notification to parents.

- 1-2 tardies in one week will result in a warning and an email home.
- 3 tardies in one week will result in one lunch detention.
- 4-5 tardies in one week will result in one after-school detention.
- Over 5 tardies in one week will result in one lunch detention and one after-school detention.

Other potential consequences include loss of extra-curricular privileges, loss of parking passes, parent-admin meetings to develop an attendance plan, etc. Each week consequences will reset.

Homebound Instructional Services

The District shall arrange for individual instruction to our students who cannot attend their classes because of a physical and emotional disability. Parents should call the school counselor regarding procedures for this service. The District will provide homebound instructional services only for those confinements expected to last at least five (5) days. Applications for individual instructional services shall be made by a physician, parent, students, or other caregiver. A physician must certify the nature and existence of a medical condition that prevents the child from attending school, the duration of the confinement, a request for such services, and present evidence of the student's ability to participate in an educational program.

Understanding Concussion (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

Some Common Symptoms

Pressure in the Head	Nausea/Vomiting	Balance Problems	Dizziness
Blurry Vision	Double Vision	Headache	Sensitive to Noise
Sluggishness	Confusion	Slow Reaction Time	Haziness/Fogginess
Poor Concentration	Sleep Problems	Grogginess Feeling Irritable	
Memory Problems	Feeling "Down/Not Right"	Sensitive to Light	

What is a Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a healthcare professional says they are okay to return to play.

If a Concussion is Suspected

1. SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. KEEP YOUR STUDENT OUT OF PLAY – Concussions take time to heal. Don't let the student return to play the day of injury and until a healthcare professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Signs Observed by Others:

Appears dazed or stunned or clumsy
Forgets an instruction
Is unsure of game, score, or opponent
Loses consciousness (even briefly)
Is confused about assignment or position
Can't recall events prior to or after a hit or fall
Answers questions slowly
Shows mood, behavior, or personality changes

Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

One pupil larger than the other
A headache that gets worse
Repeated vomiting or nausea
Convulsions or seizures
Becomes increasingly confused, restless or agitated
Is drowsy or cannot be awakened
Weakness, numbness, or decreased coordination
Slurred speech
Cannot recognize people/places
Exhibits unusual behavior
Loses consciousness (even a brief loss of consciousness should be taken seriously.)

How to Respond to a Report of a Concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Extra-Curricular Activity Policy-Excerpts from the Athletic Code

Athletic Eligibility

Portland High School is a member of the Michigan High School Athletic Association (MHSAA) and in turn enforces MHSAA rules and regulations. The MHSAA Handbook is available for review from the Coordinator of Extracurricular Activities. The academic requirements listed below are translated into everyday terms to help you understand them.
The Board of Education expects student athletes to perform at their ability level consistent with their grade level. Failure to do so may be cause for review of their eligibility.

Semester Enrollment – a high school student cannot compete in athletics for more than eight (8) semesters.

Undergraduate Standing – an athlete cannot be a high school graduate.

Previous Semester Record – To start a season as an eligible student, for 1st semester 2024-2025, students must have passed five (5) classes the previous semester. These classes must be classes for which credit is given. For 2nd semester 2024-2025 students must pass six (6) of nine (9) total classes in their previous semester. Non-credit earning classes would include a study hall or a teacher aide assignments, which are not offered during the 2024-2025 school year.

Current Semester Record: Portland Public Schools Eligibility Requirements

1) Students taking four (4) block classes must pass three (3), or they will be declared ineligible. Eligibility will be taken on a weekly basis beginning the third (3rd) week of every quarter.
2) Students are expected to make consistent progress for their (+1) hour (5th hour). The progress in this class will be checked at the end of each quarter. These classes include, but aren't limited to, work-based learning, dual enrollment, online career courses, or online core content courses.
3) If a student is declared ineligible for failing work, the student will not be permitted to participate in that particular sport for the following week. Also, during this time the participant must attend all practice sessions and games or activities.
4) The Coordinator of Extracurricular Activities and advisors will work out a suitable method to check each student for eligibility.
5) Credit recovery courses and Dual Enrollment classes will count towards the eligibility count.
6) Students who are taking Work Based Learning courses will need to submit their timecards on a weekly basis, or the course will count as a "failing" course.
7) Students get one "warning" week to raise their grades before they are ineligible. Students, parents, and coaches are all alerted of the warning status and the revoking of eligibility.
8) An eligible student is someone who:
    a. Passes all courses (this is ideal), *or*
    b. Passes three (3) of four (4) block classes and is on pace / passing for their (+1) hour, *or*
    c. Passes four (4) of four (4) block classes and is not on pace for their (+1) hour

Any student who loses eligibility may be placed in the quiet study section for their (+1) hour. This is a silent workspace where students are expected to work on their course load. Coaches can assign a student to this work area at any time. Coaches are encouraged to stay connected to academic performance. Grade reports can be printed for any coach on request. Coaches can work with the dean of students, the principal, or the athletic director to arrange team tutoring or other academic interventions for the team.

Appeals

A. An athlete may appeal any suspension due to training rules to the Superintendent and then the Board of Education.
B. An athlete may appeal any punishment due to squad regulations to the Coordinator of Extracurricular Activities, Principal, Superintendent, and then to the Board of Education.

Attendance
All students involved in extracurricular activities are expected to be in attendance the entire school day in order to participate in that day's practice, contest, or event. An extra-curricular activity student, after signing out of school due to illness, will not be allowed to return after school to participate in practice sessions, competitions, or events. An extra-curricular activity student who is suspended from regular classroom attendance (this applies to both in-school and out-of-school suspension) may not practice or participate in an interscholastic contest or event during said suspension. Exceptions to the attendance requirement must be approved by the Office of the Coordinator of Extra-curricular Activities prior to participation. "Exception" delineation: funeral, documented medical appointments (with a note), pre-arranged college visitations, school-related absences, acts of God, extenuating circumstances as determined by the Administration.

Age
An athlete must be under 19 years of age at the time of a contest unless his/her 19th birthday occurs on or after September 1 of the current school year, in which case the student is eligible for the balance of that school year in all sports.

Physical Examination
An athlete must have passed a current physical examination to be eligible. Record must be on file in the school office. A physical examination is considered current if completed on or after April 15th of the previous school year.

Athletic Transfers
Generally, transfers have had an accompanying change of residence by the athlete's parents, guardian or other persons with whom the athlete has been living during the period of his/her last high school enrollment, into the district or service area of the school, to be eligible during the first semester in attendance. Undue influence rule defined: A student may not compete for two different schools in an MHSAA meet or tournament in the same sport even though a legal transfer has been completed.

Extra-Curricular Code

When a student voluntarily participates in a sport or other extracurricular activities, they agree to abide by the following rules and regulations throughout their entire school career – from beginning to end. These rules go into effect when an athlete attends a first practice, meeting or activity as a freshman and are enforced until the end of the student's high school career. Failure on the part of any student to meet this responsibility is cause for suspension of the privilege of representing his or her school.

Violations – *Major Offenses* include but are not limited to the following:
1. Possession or use of alcohol, tobacco or an illegal substance is considered to be in violation.
2. The *conviction* of law violations other than the traffic code is considered in violation.

Penalties – *Major Offenses*
1. First Violation: Suspension for 25% of the scheduled season or activity dates and the next sport/activity they participate in if the full penalty is not served.
2. Second Occurrence: Suspension for 50% of the scheduled seasons or activity dates and the next sport activity they participate in if the full penalty is not served. Students may be referred to the Student Assistance Program if that option was not taken the first time.
3. Third Occurrence: Suspension from all extracurricular activities for one calendar year from the date of the misconduct.

Dropping Out of a Sport

If for any reason an athlete feels the need to terminate his/her association with a team, it must be communicated with the Coordinator of Extracurricular Activities and coach. Appropriate measures will be taken to retain the athlete. If the athlete leaves the team without being released by the Coordinator of Extracurricular Activities, then he/she will forfeit one-third (1/3) of the next sports season in which he/she participates. This applies if the athlete terminates his/her association with the team after cuts have been made, or one week before the first scheduled contest. This policy may be waived if a parent, due to extenuating circumstances, decides the student athlete can no longer keep their association with their team. This is at the discretion of the Coordinator of Extracurricular Activities, coach and building Principal.

The Coordinator of Extracurricular Activities and/or Principal would determine penalties exceeding these minimums. Appeals would follow the appeal process. A complete Extracurricular Code may be obtained from the Coordinator of Extracurricular Activities.

*The full Athletic Code can be found in the Athletic Office and must be signed by all athletes. Please refer to that document or the Activities Coordinator, Mr. Kevin Veale with questions.

Acceptable Use Policy

Agreement for Acceptable Use of PPS Technology Resources for Students in Grade DK-12

This agreement is entered into between the Student ("Student" or "User") and the Portland Public Schools ("PPS"). The purpose of this agreement is to grant access to and define acceptable use of PPS's Technology Resources for legitimate educational purposes consistent with PPS's mission statement. "Technology Resources" include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.
In exchange for the use of PPS's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the PPS's Technology Resources is a privilege that may be revoked by the PPS at any time and for any reason.
B. The PPS reserves all rights to any material stored on PPS Technology Resources. You have no expectation of privacy when using PPS Technology Resources. PPS reserves the right to monitor all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. PPS also reserves the right to remove any material from the Technology Resources that the PPS, at its sole discretion, chooses to, including, without limitation, any information that PPS determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to lobby or solicit political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class program or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
D. The PPS's Technology Resources are intended for exclusive use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any problems arising from the use of your account/password are your responsibility. Use of your account by someone other than you is forbidden and may be grounds for loss of access privileges and other disciplinary consequences for both you and the person(s) using your account/password.
E. You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by PPS while on campus, at school sanctioned events – home or away, and/or on school buses) to engage in cyberbullying. Cyberbullying means "the use of email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others."
F. Misuse of Technology Resources may result in suspension of your account privileges and/or other disciplinary action, up to and including expulsion, as determined by the PPS. Misuse includes, but is not limited to:
    1. Accessing or attempting to access educationally inappropriate materials/sites including, without limitation, material that is "harmful to minors," unlawful, obscene, pornographic, profane, or vulgar. Material that is "harmful to minors" includes "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excrement; (2) depicts, describes, or represents, in a potentially offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors." 47 USC§§ 254(h)(7). The determination of a material's "appropriateness" is based on both the material's content and intended use.
    2. Cyberbullying (as defined in paragraph E) or any other use of the Technology Resources that would violate PPS's anti-bullying rules or policies. Cyberbullying may, without limitation, include posting slurs or rumors or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass, intimidate, or drive up a victim's cell phone bill; taking or sending embarrassing or sexually explicit photographs, video, or other visual depictions of another person; or posting misleading or fake photographs of others on websites.
    3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person over the PPS's Technology

Resources or by any other means, including over personally owned devices while on campus, at school sanctioned events – home or away, and/or on school busses.

4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.
5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of PPS's Technology Resources; uploading or creating viruses; downloading/installing unapproved, illegal, or unlicensed software; or seeking to circumvent or bypass security measures.
6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
7. Unauthorized copying or use of licenses or copyrighted software.
8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission of, and attribution to the author.
9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.
10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.
11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
13. Misusing equipment or altering system software without permission.
14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
15. Using the Technology Resources in any way that violates PPS's student code of conduct, or any federal, state, or local law or rule.

G. It is the policy of PPS, as a recipient of certain federal funds, to monitor the online activities of its students and provide technology protection measures on its computers with Internet access designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. PPS staff must regularly monitor to ensure that technology blocks are working appropriately. The technology blocks may be disabled by an authorized person, *during adult use*, to enable access to bona fide research or for other lawful purposes.

H. It is the policy of PPS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of PPS to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.

I. PPS does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from PPS's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.

J. The PPS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will PPS or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

K. When utilizing the PPS Technology Resources, you may use only PPS authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The PPS reserves the right to monitor electronic communications.

L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

M. The PPS and/or the Internet provider will periodically determine whether specific uses of the PPS's Technology Resources are consistent with this acceptable-use policy. The PPS or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The PPS reserves the right to remove a user account on the PPS's Technology Resources to prevent further unauthorized activity.

N. You may not transfer software belonging to PPS without the permission of the PPS Technology Coordinator or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.

O. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Resources caused by your inappropriate use.

In consideration for the privilege of using the PPS's Technology Resources and in consideration for having access to the information contained therein, I release the PPS, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and its operators from any and all claims of any nature arising from my use, or inability to use, the Technology Resources. I agree to abide by this Acceptable Use Policy and Agreement and by any rules or regulations that may be added from time-to-time by the PPS and its Internet provider as well as PPS's Internet Safety Policy and its Student Code of Conduct. All additional rules, regulations, and policies are available in hardcopy in the Principal's office.

*****Please keep this handbook available for future reference.*****

Raider PRIDE Expectations

Below is the rubric created to clarify school expectations in order to maintain a positive school climate. This rubric may be adjusted as it is a continuous process of implementation. We are open to suggestions on how to show the high standards we have for Raider behavior.

RAIDER PRIDE

Expectation

	Prepared	Respectful	In Control	Determined	Engaged
Classroom	Be present. Be on time. Bring materials for learning. Turn in completed assignments on time.	Contribute positively; be polite; be open minded to other opinions and ideas. Clean up your area.	Use apprioprate voice and volume. Keep hands and feet to yourself. Accept responsibility and consequences. Maintain academic integrity.	Set goals. Give your best efforts, and do your best work. Seek help. Help others. Utilize resources.	Actively participate in all teaching and learning opportunities.
Computer Labs/Media Center	Bring only necessary materials. Log in and out with your own account. Know your username and password	Keep labs free of food and drinks. Take care of computers, materials, and furniture. Contribute/Communicate with others in a positive manner	Use apprioprate voice and volume. Work at your own station. Obey acceptable use policy and laws.	Work through technology issues. Report any damage, inappropriate use, or technology issues to the classroom teacher immediately.	Use technology to enhance learning. Use your time productively/efficiently.
Hallways	Take care of personal business during passing time. Use a hall pass. Pick up and throw away all trash.	Keep clean. Give personal space. Walk on the right side of the hallway.	Walk. Follow dress code. Stand up for others. Use school-apporopriate language and volume.	Close locker quietly. Utilize passing time efficiently and effectively.	Greet visitors/peers/staff with respect and a smile
Cafeteria	Pay for cafeteria items.	Wait patiently for your turn. Clean up your area/throw trash away on table and floor	Use appropriate language and volume. Keep food and beverages in cafeteria. Use manners and show courtesy.	Finish in time to take care of any business before class starts. Be inclusive and invite others to join you.	Positively interact with peers and adults.
Bathroom/ Locker Room	Utilize passing time and breaks instead of class time.	Maintain privacy. Flush. Keep areas clean.	Report vandalism/graffiti. Report cleanliness and maintenance issues. Behave appropriately.	Go, Flush, Wash, Leave. Report problems immediately.	Take care of business, and get back to class quickly.
School Events	Show positive school spirit.	Be an active and positive spectator. Encourage participants. Treat guests with courtesy.	Accept outcomes graciously. Enter and exit in an orderly manner.	Give your best effort. Listen, learn , and participate.	Stay focused on the event. Participate positively.
Campus	Enter and exit parking lot cautiously. Display parking permit.	Watch out for others. Report any incidents. Be patient and courteous when driving.	Maintain appropriate speed. Park in designated areas and between the lines. Yield to pedestrians.	Use designated crosswalk areas, and encourage others to do the same.	Positively interact with peers and adults. Walk and drive without distractions
Cell Phone	Keep phones stored properly. Use only with permission.	Be respectful and kind in all communications.	Report any incidents of inappropriate use or bullying. Obey laws. Consider the impact and finality of usage.	Monitor yourself and peers.	Focus on academic/educational use.

Portland Public Schools and Portland High School
Handbook and AUP Acknowledgement of Receipt

Print Student Name: _____ Date: _____

Student Handbook/Code of Conduct

This is to acknowledge my receipt of the Portland High School Student Handbook including the Code of Conduct and Acceptable Use Policy. It is my understanding I will be held accountable for knowledge of and understanding of the contents contained therein and sign it knowingly and freely. I also know if I have questions relating to anything in these school policies, it is my responsibility to find the correct answers from a staff member.

Student Signature: _____

Parent / Guardian Signature: _____

Acceptable Use Policy (AUP) Acknowledgement:

This agreement is entered into between the above student and the Portland Public Schools ("PPS"). The purpose of this agreement is to grant access to and define acceptable use of PPS's Technology Resources for legitimate educational purposes consistent with PPS's mission statement. "Technology Resources" include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. It is my understanding I will be held accountable for knowledge of and understanding of the contents contained in the district AUP and sign it knowingly and freely. I also know if I have questions relating to anything contained in the entire AUP, it is my responsibility to find the correct answers from a staff member.

Student Signature: _____

Parent / Guardian Signature: _____

Concussion Awareness: Educational Material Acknowledgement Form

By my signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet provided by Portland High School.

Student Signature: _____

Parent / Guardian Signature: _____