



Class of 2012

Senior Handbook

Portland High School Senior Handbook Class of 2012

The Portland High School Senior Handbook is compiled to communicate to PHS seniors and their parents regarding issues revolving around the students' last year at Portland High School. The handbook will delineate policy issues, dates, times, and places that are important to know as we head towards commencement. If you have any questions regarding any information contained within this handbook, please do not hesitate to call the High School Office (647-2981).

Graduation Requirements

By Board of Education policy, in order to receive a diploma and participate in commencement exercises, a student must have completed a course of study in which they have earned a minimum of 22 credits, with all required class credits having been fulfilled. Specific classes are listed in the Parent-Student Handbook. As a reminder, those required class credits are:

English Language Arts	4.0 Credits
Communications	0.5 Credits
Mathematics	4.0 Credits
Social Studies	3.0 Credits
Science	3.0 Credits
Computer Applications	0.5 Credits
Physical Education/Health	1.0 Credit
Fine Arts	1.0 Credit

All requisite coursework must be successfully completed by May 30, 2012 in order for a student to participate in commencement exercises.

A student must participate in good faith in Michigan Merit Examination (MME) testing in order to participate in commencement exercises.

Senior credit audits are conducted by the counselors. If you have any questions regarding credits, please contact the Counseling Office. Additional information is available in the PHS Parent-Student Handbook.

Attendance

We at believe that each and every scheduled day of school is valuable, and a student's presence in school is essential to become successful. Portland High School does not recognize or condone any event that has been referred to as a "senior skip day". Any day resembling a "senior skip day" is a disruption to the educational progress of students missing that day of instruction, not to mention the educational process of the building. As educators we can not, and will not, allow this pattern of behavior to perpetuate itself.

While a graduation date for the Class of 2012 has been established (June 3, 2012), the last day of school for the Class of 2012 (May 30, 2012) is tentative. Any day utilized as a "senior skip day", as defined by minimum class attendance, will cause an additional mandatory day of attendance to be added on to the end of the school year for seniors.

College Applications/Testing/Visitations

Seniors and parents are strongly encouraged to work with the Counseling Office in regard to the college application process. Be advised that most colleges and universities are closing down the admission process earlier and earlier (usually around December); therefore timely decision-making and application are a necessity. When making on-line application to a post-secondary institution, it is a MUST that your counselor is given the hard-copy "counselor page" to complete so the application process may be completed with the submission of transcripts and ACT/SAT scores. Seniors and parents should also be advised that the ability to take/re-take college entrance examinations (ACT/SAT) exists throughout the school year. Contact the Counseling Office for more information.

Absences for college visitations may be excused, but must be arranged through our Student Services/Attendance Office.

Outstanding Monetary Obligations

All monetary obligations owed to the school must be reconciled by May 30, 2012 in order for a student to participate in commencement exercises. These obligations include, but are not limited to: textbook damage or loss charges, athletic uniform loss charges, media center/library fines or charges, cafeteria/lunch charges, etc. Failure to meet these obligations will result in the student not being able to participate in commencement activities.

Graduation Paraphernalia

Portland High School works in cooperation with Jostens, represented by Mr. Mike Ball, as the provider of graduation caps, gowns, announcements, and other graduation-associated items. All graduation-associated items are ordered from Jostens through Mr. Ball, following presentations to the class regarding those items. It is important that ordering timelines and deadlines are met by students and parents to insure proper delivery. For questions regarding graduation paraphernalia, please contact the High School Office.

Commencement Practice

The members of the graduating class of 2012 will participate in a commencement exercise practice at 10:45 a.m. on Wednesday, May 30, 2012. Participation in commencement exercise practice is mandatory: failure to participate in commencement exercise practice will prevent the student from being able to participate in the actual commencement event on June 3, 2012.

Commencement

Students that have successfully fulfilled all the requirements for graduation will be able to participate in commencement exercises on Sunday, June 3, 2012. There are a number of things that seniors and parents need to know about commencement:

Date: Sunday, June 3, 2012

Time: 2:00 p.m. sharp

Place: PHS gymnasium

Senior Arrival Time: All members of the graduating class of 2012 are expected to be in the auditorium no later than 1:15 p.m. on Sunday, June 3, 2012 for last minute instructions and organization.

Dress: All members of the graduating class of 2012 will be expected to be appropriately attired in cap and gown (and any other items supplied by the school, such as NHS stoles, Honor Cords, etc.). Caps and gowns are to be free of any other adornment (pins, buttons, stickers, tape, etc.). Personal clothing worn under the gown is subject to the following restrictions:

1. A dress for the females and a shirt and tie for the males is always appropriate and recommended (but not required).
2. No blue jeans (denim).
3. No shorts.
4. Footwear- no athletic shoes or beachwear (flip-flops/thongs/shower shoes).
5. No hats, caps or other headwear other than the graduation mortar board (cap).

Class members will be subject to inspection to insure compliance with these requirements. Students will not be allowed to participate in commencement exercises if these requirements are not met.

Ceremony: Expect the length of commencement exercises to be from one and one-half to one and three-quarters of an hour long. The Processional will begin at 2:00 p.m. with the faculty/staff of Portland High School leading the graduating class into the gymnasium. It is customary for the family members and guests in the audience to stand during the Processional. The ceremony will consist of several addresses to the class by members of the class and faculty, several musical numbers performed by the band and vocalists, and the presentation of diplomas. Parents and others are invited to position themselves to take the photographs they want, as long as their position does not impede the commencement process. Following the presentation of diplomas, the class, followed by the faculty/staff will exit the gymnasium. Parents and guests are requested to remain seated until all members of the graduating class and faculty/staff have exited the gymnasium.

Awards and 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).

Top Ten

Those students who have the top ten highest cumulative grade point averages, through seven semesters (calculated to the 5th decimal point) are recognized as the “Top Ten”.

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. Honor students are signified at commencement by the wearing of “honor tassels”.

National Honor Society

Members of the National Honor Society are signified at commencement by the wearing of NHS stoles.

Awards Night

Wednesday, May 16, 2012 has been designated as Portland High School Awards Night. At this event there are a number of “senior specific” awards that are presented. These awards include:

Marine Corp Scholastic Excellence Award	Honor Students
Marine Corp Scholar-Athlete Award	Principal’s Leadership Award
Army Scholar-Athlete Award	Congressional Medal of Merit
President’s Award for Academic Excellence	Free Press Academic All-State
Society of Women Engineers Certificate of Merit	Raider of the Year
Sara Starks Humanitarian Award	All-Around Seniors
Academic Letters	Departmental Awards
Free Press Scholar-Athlete	Athletes of the Year
Drama Award	Local Scholarships

Seniors, as well as underclassmen and their parents are strongly encouraged to attend our Awards Night.

Important Dates

Senior Class Meeting (Graduation paraphernalia)	October 12, 2011
Cap, Gown, and Announcement Order Day	October 21, 2011
Large Group Senior Picture	October 12, 2011
Semester 1 Exams	January 24, 25, 26, 2012
Prom	April 28, 2012
CAAC Scholar-Athlete Banquet	April 25, 2012
NHS Induction	May 9, 2012
Awards Night	May 16, 2012
Senior Banquet	TBA
Senior Semester 2 Exams (Tentative)	May 29 & 30, 2012
Senior’s Last Day (Tentative)	May 30, 2012
Commencement Exercise Practice	May 30, 2012 (10:45 a.m.)
Baccalaureate	TBA
Commencement	June 3, 2012 (2:00 p.m.)

Network Files

All materials left on the Portland Public Schools (PPS) network will become property of PPS upon graduation and may be deleted. Students wishing to save this information are encouraged to do so before your last day of school.

Scholarships

A number of scholarship opportunities are available to those seniors who are continuing their education at a post-secondary institution. The Counseling Office has information on file regarding literally dozens of these opportunities. There are, however, several scholarship opportunities that are Portland High School specific.

Please note: The applications for each of these scholarships can be found on the PHS website and must be typed and submitted in hard copy by the given date. All GPA's are cumulative to the end of the first semester of applicant's senior year.

1. Alice Harris Dowling Memorial Scholarship

This scholarship is established in memory of Alice Harris Dowling. Individual scholarships of \$500 will be awarded to two successful applicants. The purpose of the Alyce Harris-Dowling Scholarship is to recognize and reward active service, productive citizenship, scholastic achievement and excellent character.

Criteria for Selection

1. Portland High School graduate.
2. Minimum cumulative GPA of 2.5
3. Active record of citizenship as portrayed by school related activities, community based service and recommendation from school and community members.
4. Good character as evidenced by recommendations from school and/or community members.

Application materials are available online and in the Counseling Office and are to be returned to the High School Office no later than April 20, 2012.

2. Portland Federal Credit Union McCrumb Scholarship

The purpose of the McCrumb Scholarship is to recognize and encourage scholastic achievement, community involvement and excellent character.

Criteria for Selection

1. Minimum cumulative GPA of 3.0.
2. The student needs to be a member of PFCU in good standing.
3. The recipient must have a good citizenship record.
4. The student's attitude must be that which will make additional education or training beneficial to him or her in the community.
5. The financial situation of the student shall be taken into consideration. Students who will be working or repaying a large part of their education funding are encouraged to apply.
6. The student must have shown an outstanding attendance record.

Application materials will be available online at www.pfcu4me.com and in Portland Federal Credit Union branch offices after January 1, 2012, and are to be returned to the any PFCU office or mailed to PFCU, 9077 Charlotte Hwy., Portland, Michigan 48875 Attn: Michelle Phillips no later than March 31, 2012.

3. W. W. Sprague Family Scholarship

This award was established in 2006 and is intended to reward one male and one female graduating senior who are of good character and have demonstrated a willingness to work hard in order to succeed. Individual scholarships of \$1000 will be awarded to successful applicants.

Criteria for Selection

1. Completion and submission of application and all requisite materials.
2. Current year Portland High School graduate.
3. Demonstration of good character.
4. Demonstration of willingness to work hard in order to succeed.
5. Pursuing a career in a technical or trade area.

Application materials are available online and in the Counseling Office and are to be returned to the High School Office no later than April 20, 2012.

4. Robertson Family Scholarship

The Robertson Family Scholarship was established in memory of Malcolm, Trophena, and Jane Robertson. The intent is to recognize and reward active service, productive citizenship, scholastic achievement, and excellent character in a Portland Public Schools' graduate who wishes to pursue a career in special education working with handicapped or otherwise disabled people, and/or in the educational field in general. An individual scholarship of \$500 will be awarded to one successful applicant.

Criteria for Selection

1. Completion and submission of application and all requisite materials.
2. Portland High School graduate.
3. Intention to pursue a career in special education, working with the handicapped. If no one with an interest in pursuing a career in special education or working with the handicapped applies, then consideration may be given to someone interested in education as a career.
4. Active record of citizenship as portrayed by school-related activities, community-based service and recommendation from school and community members.
5. Good character as evidence by recommendations from school and/or community members.
6. Minimum cumulative GPA of 2.5.

Application materials are available online and in the Counseling Office and are to be returned to the High School Office no later than April 20, 2012.

5. Storz-Smith Scholarship

The Storz-Smith Scholarship is made possible through an endowment made by Shirley Storz-Smith. An individual scholarship of \$500 will be awarded to one successful applicant.

Criteria for Selection

1. Completion and submission of application and all requisite materials.
2. The recipient will be a student attending a trade school or a student seeking an associate's degree at a community college.

Application materials are available online and in the Counseling Office and are to be returned to the High School Office no later than April 22, 2012.

6. Temple Scholarship

The Temple Scholarship was initiated by former Portland teacher Anne Dennis in memory of her mother, Ann Temple. This scholarship is to be granted to a student who is in need of encouragement to continue his/her education. There is no limitation to be placed on the type of degree, educational institution, or grade point average, only that the student continues his/her education beyond high school (12th grade level). The scholarship money must be used within one calendar year from receipt.

Application materials are available online and in the Counseling Office and are to be returned to the High School Office no later than April 20, 2012.

7. Portland Athletic Booster Kozachik Scholarship

This scholarship, granted in the name of Dr. Martin Kozachik, is intended to reward scholarship, leadership, sportsmanship, character, and service in PHS athletes.

Criteria for Selection

1. Minimum cumulative GPA of 3.25.
2. Participation in two varsity sports and at least one varsity sport during their senior year.
3. Involvement in school-sponsored activities, including other team memberships.

Application materials are available online and in the Athletic Director's Office and must be returned to the Portland High School Athletic Director's Office by April 20, 2012.

8. Portland Athletic Booster Hoort Scholarship

This scholarship, granted in the name of the Hoort family, is intended to reward scholarship, leadership, sportsmanship, character, and service in PHS athletes.

Criteria for Selection

1. Minimum cumulative GPA of 3.00.
2. Participation in two varsity sports and at least one varsity sport during their senior year.
3. Involvement in school-sponsored activities, including other team memberships.

Application materials are available online and in the Athletic Director's Office and must be returned to the Portland High School Athletic Director's Office by April 20, 2012.

9. Suzanne J. Buche Memorial Scholarship

This award was established in 2005 in memory of Suzi Buche, an active supporter of the Portland High school athletic program. An individual scholarship of \$1000 will be awarded to the successful applicant.

Criteria for Selection

1. Completion and submission of application and all requisite materials.
2. Portland High School graduate.
3. Minimum cumulative GPA of 2.5.
4. Active record of citizenship as portrayed by school related activities, community based service and recommendation from school and community members.
5. Participated in at least one varsity sport during their senior year at Portland High School.
6. Complete a 250 word essay on the lessons in life they have learned from participating in high school athletics.

Application materials are available online and in the Athletic Director's Office and must be returned to the Portland High School Athletic Director's Office by April 20, 2012.

10. Portland Masons Scholarship

This award was established in 2007 by the Portland Lodge 34 Free and Accepted Masons.

Criteria for Selection

1. Resident of Michigan and a citizen of the USA
2. Current year graduate
3. Enrolled to pursue full-time post-secondary education at an accredited college, university, trade, or vocational school.
4. The applicant's academic success will be the primary criteria for selection.

Application materials are available online and in the Counseling Office and must be returned to the Portland High School Office no later than April 13, 2012.

10. David R. and Mary K. Bouck Scholarship

This scholarship was established in 2009 by former Portland Public Schools educators David and Mary Bouck, with the intention of being awarded to a graduating senior who will be attending a "Big Ten" university or Western Michigan University in the fall of 2012.

Criteria for Selection

1. Completion and submission of application and all requisite materials.
2. A senior in good standing and eligible for graduation on June 3, 2012.
3. Minimum cumulative GPA of 3.5.
4. Documented acceptance to and intent on attending a "Big Ten" university or Western Michigan University in the fall of 2012 on a full-time basis.
5. Active record of citizenship and leadership as demonstrated by participation in school related activities and community based service.

Application materials are available online and in the Counseling Office and must be returned to the Portland High School Office no later than April 20, 2012.

11. Norman J. and Rosaline M. Luttig Scholarship

Individual scholarships of \$1000 will be awarded to successful applicants.

Criteria for Selection:

1. Completion and submission of application and all requisite materials.
2. Be a graduating high school senior from one of several Michigan school districts.
3. Have confirmed acceptance into one of the following schools at a four year college or university: Architecture, Architectural Engineering, Civil Engineering, Structural Engineering, Mechanical Engineering, or Electrical Engineering; and
4. Minimum cumulative GPA of 3.0.

Application materials are available and must be submitted online no later than February 12, 2012.

12. Brandon K. VanderBroek Memorial Scholarship

Two individual scholarships of \$1000 will be awarded to the successful applicants.

Criteria for Selection:

1. A Portland High School senior in good standing and eligible for graduation on June 3, 2012.
2. Minimum cumulative GPA of 3.0.
3. Must have participated in at least one extra-curricular activity/sport per year.
4. Has applied to and plans on attending: a Community College, a Vocational/Trade School, or a 4-year College/University in the fall of 2012.
5. Must complete an essay of 500 words or less stating the most rewarding experience of his/her high school career.
6. Must complete an essay of 500 words or less stating how his/her future plans will help make "his/her" world a better place for others.

Application materials are available online and in the Counseling Office and must be returned to the Portland High School Office no later than April 20, 2012.

13. Portland Athletic Booster Rodriguez Scholarship

This scholarship, granted in the name of the Rodriguez family, is intended to reward scholarship, leadership, sportsmanship, character, and service in PHS athletes.

Criteria for Selection

1. Minimum cumulative GPA of 3.00.
2. Participation in two varsity sports and at least one varsity sport during their senior year.
3. Involvement in school-sponsored activities, including other team memberships.
4. Written essay

Application materials are available online and in the Athletic Director's Office and must be returned to the Portland High School Athletic Director's Office by April 20, 2012.