

Foreword

The Portland High School (PHS) Parent-Student Handbook has been written to help students and their parents/guardians to become aware of, and to understand, the guidelines, policies and regulations which are in place at PHS. Students and parents are encouraged to take the time to read this handbook and discuss its contents.

Students are also encouraged to take advantage of the various opportunities available here at Portland High School, both academically and in our co-curricular programs. It is our intent that students will grow intellectually and emotionally during their years at PHS, and that each student will view Portland as a positive place with which to be associated.

It is our hope that the Portland High School Parent-Student Handbook will help each student to work within a positive environment and to contribute to an atmosphere conducive to learning.

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.

Notification of Rights

The Federal Education Rights and Privacy Act

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

A. Mr. Charles Dumas 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 Michigan, and 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.

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 ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information: The student's name, picture, major field of study; weight and height; participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement; honors and awards received; 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.

F. A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #8940) is available in the Superintendent's Office.

Notification of Parent/Student Rights Identification, Evaluation, and Placement

The following is a description of 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 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 extra-curricular 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 a 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. Charles Dumas.
- 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. Charles Dumas, 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 Ms. Christine Rockey, PHS Principal.

Parent Involvement Policy

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 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 all 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, and 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.

Graduation Requirements and Academic Standards

1. A student must earn a minimum of twenty-two (22) credits in order 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	
Communications	0.5 Credits
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*, Biology and either Chemistry or Physics	
***Class of 2015 requirements include: Earth Science, Physical Science, Biology and either Chemistry or Physics	
Social Studies	3.0 Credits
Must include World History and Geography, U.S. History and Geography, Government/Civics and Economics	
Information Technology	0.5 Credits
Must include Computer Applications	
Physical Education/Health	1.0 Credit
Must include Physical Education 9 and Health 9	
Visual, Performing and Applied Arts	1.0 Credit
Online Learning Experience	Transcript Notation
3. Successful completion of a full-year class is equal to one credit. A semester 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 classes shall conclude with an “End of Course Assessment” that will constitute 20 percent of the student’s final grade towards credit for the class.
5. All students are to enroll in and attend 6 class hours per day.
6. A student may be granted credit for up to two (2) credits from Adult Education or High School Completion and one (1) credit from a Michigan Merit Standard accredited high school correspondence institution. 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.

Personal Curriculum

The Michigan Merit Curriculum legislation allows the parent or legal guardian of a pupil to request a “personal curriculum” for that pupil that modifies certain requirements of the Michigan Merit Standard 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 maybe 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- which a pupil must develop before entering high school).

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 that the student meets or exceeds the content expectations associated with a subject credit 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 the end of course assessment.
- G. After earning credit in a course via testing out, 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:
 - 1. The final exam period at the end of the first semester.
 - 2. The final exam period at the end of the second semester.
 - 3. 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 to discuss options.
- K. A student may only attempt to test out of each class one time.

Physical Education Waiver

Many Portland High School students participate in co-curricular and extra-curricular activities that require hours of physical activity on their part. In recognition of this, and to allow greater flexibility to students and parents in preparation of their high school careers as related to post-secondary plans, the following Physical Education waiver policy is in place:

Students may waive the Portland High School Physical Education graduation requirement under the following criteria: Medical waiver; two years of participation in interscholastic athletics (must participate in a full season in two different school years); two years of marching band; or one year of marching band and one year of interscholastic athletics (must participate in both for a full season in two different school years).

A Physical Education waiver must be completed and approved prior to the students’ first day of their senior year, or they will be placed in a Physical Education class regardless of their intent to participate in marching band or interscholastic athletics during their senior year.

Students must be able to participate in at least 70% of the interscholastic athletic or marching band season, and be in good standing with the program in order to have the participation count towards their waiver requirement.

Please Note: The Physical Education waiver applies only to Physical Education, not to Health.

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.

General Information

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.

Academic Recognition

Honor Roll

The Honor Roll is compiled at the end of each marking period. 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 marking period. 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 first three marking periods and the 1st semester of the school year will receive an Academic Letter.

Standardized Testing

Over the course of the 2011-2012 academic year, several standardized tests will be administered to various student groups at Portland High School:

Freshmen: All members of the freshmen class will be administered the State of Michigan mandated Social Studies MEAP test. In the current school year this test will be administered on October 19, 2011. The Freshmen will also take the EXPLORE test this year. This is a timed assessment, assessing English, Math, Reading and Science knowledge and skills. The EXPLORE will be administered on March 7, 2012

Sophomores: All members of the sophomore class will be administered the PLAN assessment (the pre-ACT assessment). This is a timed assessment, assessing English, Math, Reading and Science knowledge and skills. The PLAN will be administered on March 8, 2012.

Juniors: All members of the Class of 2013 cohort will be administered the State of Michigan mandated Michigan Merit Examination (MME) on March 6, 7, and 8, 2012. This three day test includes the ACT, WorkKeys, and a Michigan component. The make-up dates for the MME are March 20-22, 2012.

PLEASE NOTE:

Due to the strict nature of the administration rules for the ACT/MME, **there will be no school for students of Portland High School that are not in the testing cohorts on Tuesday, March 6, Wednesday, March 7, and Thursday, March 8, 2011.** All members of the testing cohorts are expected to report to school by 7:30 a.m. on those days and participate to the best of their ability. As a reminder, Portland Public Schools Board of Education 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 days testing, or may wait at school for the bus to pick them up at 2:15 p.m. No lunches will be served on these days.

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 from your counselor.

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”).

Semester grades will be calculated utilizing the following formula: the marking periods of a semester will equal 40% of the semester grade each, and the semester exam will equal 20% of the semester grade (40:40:20).

Report Cards

Report cards are issued at the end of each marking period. Report cards will be mailed home.

Parent Teacher Conferences

Parent teacher conferences for the 2011-2012 school year are scheduled as follows:

November 21	Evening conferences
November 22	Afternoon and evening conferences

Progress Reports

Parents and/or students who feel the need for weekly or bi-weekly communication from teachers regarding student progress may contact the Counseling Office to establish a progress report routine. Parents are strongly encouraged to utilize voicemail and/or email to communicate with their child’s teachers.

Mid-marking period reports will be mailed to the parents/guardian of students who are performing at less than a “C-” after the fourth week of each marking period.

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 as to how to utilize Skyward, contact the High School Office (517 647-2981) or Ms. Rockey via email at crockey@portlandk12.org.

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

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.

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.

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 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.

Daily Schedule

Classes are to begin and end at the times indicated. Students are expected to be in their assigned classroom at these given times.

1 st Period	7:30 a.m.-8:45 a.m.		
2 nd Period	8:50 a.m.-9:45 a.m.		
3 rd Period	9:50 a.m.-10:45 a.m.		
"A" Lunch	10:45 a.m.-11:15 a.m.	4 th Period	10:50 a.m.-11:45 a.m.
4 th Period	11:15 a.m.-12:10 p.m.	"B" Lunch	11:45 a.m.-12:15 p.m.
5 th Period	12:15 p.m.-1:10 p.m.		
6 th Period	1:15 p.m.-2:15 p.m.		

After 7:45 a.m., all entrance doors, except the front and rear building entrances, will be locked for the duration of the day.

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:

<u>Television:</u>	WLNS (Channel 6) WOOD (Channel 8)	WILX (Channel 10) WZZM (Channel 13)	WOTV (Channel 41) WSYM (Channel 47)
<u>Radio:</u>	WJXQ (106.1 FM) WITL (100.7 FM) WJIM (1240 AM/97.5 FM)	WHZZ (101.7 FM) WVIC (94.1 FM) WQTX (92.7 FM)	WWDX (92.1 FM) WFMK (99.1 FM)

Visitors

Adults are welcome to visit the high school during the school day. If an adult wishes to visit classrooms in session, he/she needs to schedule a time with the office for this visit. Upon your arrival at the school we ask that you stop in at the Main Office, register as a visitor, and receive a visitor's identification badge. Non-adult visitors or guests (school-aged persons) are not allowed, as they cause a disruption to the educational process.

In-School Illness

In the event of illness during school hours, students are to report to the Office. Office personnel will evaluate the situation and make the determination regarding contacting parents and/or the School Nurse. If permission is given for the student to go home, the student must sign out in the Office.

Administration of Medication

It is the policy of the Board of Education that the school will not provide students with aspirin or any other medication. 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:

- 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.
- 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 (not to exceed the current school year) that medications are 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:

- a. 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.
- b. 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 pupil	Name of the medication
Dosage of the medication	Route of administration
Dosage schedule; and	
The length of time (not to exceed the current school year) that medications are 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:

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

Name of Pupil	Name of Medication
Dosage of Medication	Route of administration
Dosage schedule; and	
The length of time (not to exceed the current school year) that medications are to be administered.	
- c. 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:

- a. Written permission from the parent(s)/guardian(s) to allow their pupil to self-administer the OTC medication.
- b. 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 (not to exceed the current school year) that medications are to be taken.	
- c. 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:

- a. Inform appropriate school personnel of the medication;
- b. 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;
- c. 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.
- d. Keep the medication in a locked cabinet;
- e. 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 or on the PPS website.

Lost and Found

Each year the office accumulates a number of unclaimed items. If you lose or have 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 disposed of at the end of the 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

The following is an example of the textbook card all students sign 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.

Announcements/Bulletin Boards

Announcements will be read twice daily- once in the morning and again at the end of the day. They are also posted in the office. Any announcement must be approved by office personnel. A Community Information bulletin board is located outside the Attendance Office- students may post approved items on this bulletin board. No posting of information by students anywhere in the building is allowed without administrative approval.

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. All food and beverages are to be consumed in the cafeteria. 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 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 are available in the High School Office or on the PPS website.

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 bring up the GPA to minimum standards; failure to do so will result in loss of membership.) In addition, each member must complete a ten (10) hour service project and participate in at least five (5) activities (a combination of school and community participation) per year of membership. Members are also expected to take part in one of the two annual chapter projects.

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 Office. No middle school aged students or persons over 20 years old will be allowed at PHS dances. Students will not be admitted more than a ½ hour after the dance starts. Prom is a special dance limited to juniors and seniors and their allowed guests.

Students may be dismissed/asked to leave the premises for a variety infractions including inappropriate or vulgar dancing. If students are dismissed from a dance, a refund will not be given.

Code of Student Conduct

Introduction

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 relationship 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, the student or student's parent/guardian should contact the school administration (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. 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 Heartlands Institute of Technology (HIT) or other off-campus sites. If a student is suspended from HIT, that student is also suspended from PHS.

Forms of Discipline

- A. Discipline Conference – Meeting of 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.
- C. Temporary Debarment – The student is separated from a class or classes or a school sponsored function by an individual teacher or principal pending appropriate action. The action by a teacher is subject to review.
- D. After School Suspension/Long Detention – The student is required to attend a two (2) hour after school detention. Students will be required to follow a set of specific rules during this time. 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 “after school suspension assignments”, the 5th assignment 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.
- 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. 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 parents 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.
- 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 for Suspensions

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 principal or assistant principal for the purpose of obtaining all information pertinent to a fair decision shall conduct an informal investigation as soon as possible.
- C. Provision 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 principal or assistant principal, the student shall be duly informed of the reason.
- E. The principal or assistant principal shall make the determination in case of suspension. Parents must be notified by telephone, if possible, of the decision, and the length of suspension must be confirmed in writing. The principal or assistant principal 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 a long-term suspension or expulsion ordered by a committee of the Board may be appealed to the full Board.

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. Some specific examples are listed below.

Level I Violations

A. Academic Misconduct

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.

Consequences:

1st Offense: A grade of zero on the assignment and parental contact by the teacher.

2nd Offense: A grade of zero on the assignment and one (1) session of after school suspension.

3rd Offense: A grade of zero on the assignment and suspension from school until a conference is held between parents/guardians, teacher, and administration.

Subsequent Offense: Recommendation for expulsion.

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.

Within this framework, clothing or grooming shall be considered unacceptable if it:

1. Creates a present danger to the health and safety of the student or other persons, such as pajamas and slippers.
2. Creates or potentially creates a disruptive influence on the educational process, such as:
 - Wearing of headwear (hats, hoods, bandanas or kerchiefs).
 - Coats or jackets.
 - Halter or tube tops, tank tops or any sleeveless top that does not cover the shoulder. Sleeveless shirts may be worn as long as they have a seam around the opening.
 - Shirts that expose the midriff, cleavage, or undergarments.
 - Mutilated clothing.
 - Short shorts or skirts (must be fingertip length).
 - Leggings/stretch pants. This includes Yoga pants unless they have a flared bottom. Shirts, sweaters, shorts or skirts worn over "stretch" pants, tights, or leggings must be of the proper length as defined above.
 - Sagging of shorts or pants. Shorts and pants must be worn at waist level and undergarments must not be exposed.
 - Spandex (skin tight) shorts, pants, leggings.
 - Clothing with profane, vulgar, or obscene suggestions.
 - Clothing that is sexually suggestive (Hooters Shirts).
 - Clothing that advertises alcoholic beverages or drugs, or clothing that uses improper language.
 - Gang affiliated or "look-alike" items.
3. Infringes upon the rights and freedoms of other students. (Special religious customs will be accommodated at the discretion of administration).

Consequences:

The building administrators will have final determination of the appropriateness of the student's dress, subject to appeal to the Superintendent.

1st Offense: Student will be required to correct the inappropriate item of clothing.

2nd Offense: Student will be required to correct the inappropriate item of clothing and will serve one hour after school detention.

3rd Offense: Student will be sent home for the remainder of the school day.

Subsequent Offenses: Student will be sent home for the remainder of school day and will receive punishment in line with Progressive Discipline up to a recommendation for expulsion.

C. Possession of Disruptive Items

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 and returned only to a parent/guardian.

Portland High School students shall be permitted to possess cellular telephones and other electronic communication devices in their possession, but not in use, in school buildings and on school property during the instructional day, which also includes, but is not limited to, study periods, lunch breaks, class changes or any other structured or non-structured activity that occurs during the normal school day. While on school property during the instructional day, cellular phones and other electronic communication devices are to remain in the student's locker.

Cellular phones and other electronic telecommunication devices may NOT be activated and must remain turned off while stored in said lockers.

At no time may a cellular telephone or electronic communication device be used in a lavatory or locker room. 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.

Consequences (Violation of Cell Phone Policy):

1st Offense: 1 session of after-school suspension

2nd Offense: 1 Day Out-of -School suspension.

3rd Offense: 3 Days Out-of -School suspension.

Subsequent Offenses: Will be in line Progressive Discipline up to a recommendation for expulsion.

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 on school premises. To the extent they may be used as cellular telephones or electronic communication devices, but the use of personal digital devices as a telecommunication 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 devices with earphones on school premises before school and at lunch. To the extent they may be used as cellular telephones or electronic communication devices, but the use of musical devices attached to a telecommunication 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 musical 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. Students are not to use these devices between class periods.

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

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.

Students are not to bring or possess beverages in glass containers.

Students shall not purchase or consume soft drinks or other highly artificially sweetened beverages on school grounds prior to the start of the school day or throughout the instructional day.

G. Removal From Class/Disruptive Behavior

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 (otherwise referred to as a “snap suspension”). 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.

H. Unauthorized Absence from Class

A student will not fail to be in his/her assigned place of instruction at the assigned time without a valid excuse.

I. Technology Abuse

A student will not violate the district’s technology use guidelines or acceptable use policy.

J. Reporting to the Office

All students who are asked to leave a classroom must report directly to the Assistant Principal’s office.

K. Thrown Objects

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

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, lunch, and/or after school detention;
- Denial of participation in class and/or school activities;
- Revocation of student technology access privileges;
- After School suspension;
- Out of school suspension (short term) from one (1) school day up to and including five (5) school days;
- Out of school suspension (long term) from six (6) school days up to and including ten (10) school days;
- Law enforcement agency notification.

Depending upon 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

No student shall bully, harass or intimidate another student. “Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student, damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or 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.

B. Hazing

A student will not haze or conspire to engage in the hazing of another. As used in this section, hazing includes any method of initiation or pre-initiation 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 harm, personal harm, or personal degradation or disgrace.

C. Sexual Harassment

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 and pulling a student’s pants down. A student will not make unwelcome sexual advances, request sexual favors, or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

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 rules governing them per School Board Policy #8640 and #8640-R. Failure to do so along with other driving infractions may result in parking citations from the City of Portland.

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.

Students wishing to drive to the Heartlands Institute of Technology (HIT) 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 severity or repetition, a Level II violation may be reclassified as a Level III violation.

Level III Violations

A. Fighting (Assault)

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 expelled for 180 school days. Students who verbally abuse or threaten another student will 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. 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, any device that is primarily used for self-protection, or “look-alike” weapons.

Violation of Weapons Free School Act: 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 expelled for ten (10) days, with a recommendation made to the Superintendent/Board of Education for expulsion, as specified in the Act. “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 (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, or (v) mine.

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 commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2])

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g)

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 school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1322(5). “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code (MCL 750 to MCL 750.80).

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. (MCL 380.1311a[2]).

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, possession, use of, or being under the influence of the following substances:

- a. Alcohol, or any alcoholic beverage, including “nonalcoholic malt beverages”
- b. Illicit drugs
- c. Any useable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and 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 taken in accordance with the school districts authorized “use of medication” procedures.

- e. Steroids, human growth hormones, or other performance-enhancing drugs
- f. Substances purported to be illegal, or performance enhancing (i.e. “look-alike” 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 for 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 in any form at any time during the school day or at a school-related activity, on or off campus, regardless of age.

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.

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.

Note: In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the Family Independence Agency or county community mental health agency and notifies the individual’s parent or legal guardian, or if the individual is at least 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4])

Law enforcement officials shall be notified.

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. Regardless of academic talent, the classroom experience is impossible to duplicate. Through continued community, parent/guardian, student, and school cooperative efforts, the goals of an exemplary teaching/learning environment can be attained at Portland High School.

Attendance expectations, rules, and regulations must be firmly established for all students. This attendance policy is based on the premise that students can best learn when they regularly attend school. Missed classroom experiences, participation, and school work may be cause for academic failure. Colleges, universities, and employers often request attendance records for admittance or hiring.

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.

We at Portland High School 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.

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.

Perfect Attendance definition: Perfect attendance is defined as having no excused or unexcused absences as defined in the Attendance Regulations and Policies section of this handbook.

Excused Absences

1. Parents/guardians are required to notify the school of absences. Phone calls will be accepted 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.
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. **You MUST sign out at the Attendance Office before you leave.** 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 do 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.

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 the following:

“...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 16th 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 16 years old has 10 absences, a warning letter will be sent home. If the student’s attendance does not improve and 15 absences accrue, another letter will be sent home requesting a meeting with 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 given to the truancy law officer of the county.

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 of their return 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 school in order to be accepted for grading and credit, as outlined in individual teacher grading policies. Make-up of 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 must be completed by Thursday).

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: One free unexcused tardy will be given each marking period. A second unexcused tardy will result in an after-school detention for up to thirty minutes. This detention will be served with the classroom teacher. A third unexcused tardy will result in a one hour detention served in the office. Subsequent tardies will be subject to two hours detentions and OSS. Bus students are not excused from after-school detentions.

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 – students must have passed five (5) classes the previous semester. These classes must be classes for which credit is given. Study hall and teacher aide assignments do not count as credit-earning classes. A class is one that meets the equivalent of one (1) hour per day for five (5) days each week. Every such class equals five (5) credit hours for MHSAA purposes. Five (5) classes equal 25 credit hours.

Current Semester Record – a student must be passing five (5) classes during the current semester. These grades will be determined using the current nine week grades. This passing grade must be cumulative (from the beginning of the current marking period to the eligibility check). Student athletes not passing five (5) classes at eligibility check become ineligible for athletic competition for the next Monday through Sunday. Eligibility is reinstated after this 7-day period if the grade check indicates the student is passing four classes (25 credit hours).

Portland Public Schools Eligibility Requirements

- 1) Students taking six (6) classes must pass five (5), or they will be declared ineligible. Eligibility will be taken on a weekly basis.
- 2) 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 (Monday through Sunday). Also, during this time the participant must attend all practice sessions and games or activities.
- 3) The Coordinator of Extracurricular Activities and advisors will work out a suitable method to check each student for eligibility.

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 extra-curricular activities are expected to be in attendance the entire school day (the full 6-class period 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 a 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.

Enrollment

An athlete must have been enrolled in a high school by Monday of the fourth week of the present semester to be eligible for athletics during that semester.

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.
In lieu of first offense consequences, students may access the Student Assistance Program and follow through with the assessment as well as resulting recommendations made by the assessment agency. After the assessment is made, the student will meet with the Coordinator of Extracurricular Activities to review recommendations as a follow-up. *This does not waive the one date minimum suspension.* (Students may only access in areas where the Student Assistance Program is designed to cover, including drugs, alcohol and tobacco.)
 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.
- NOTE:** "In lieu of" clause may only be accessed during first occurrence.

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.

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 privileges 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.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely.

Student / Parent Signature

Date

**Portland Public Schools and Portland High School
Acknowledgement of Receipt
Student Handbook/Code of Conduct and Acceptable Use Policy**

Print Student Name: _____

Print Cadre Teacher: _____

Print Today's Date: _____

This is to acknowledge my receipt of the Portland High School Parent-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.

Student Signature: _____

Acceptable Use Policy 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 therein and sign it knowingly and freely.

Student Signature: _____