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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. **Within these constraints, building administrators reserve the right to delete, add, or change items in the handbook as needed. Those alterations will be communicated to students and parents in a variety of methods.** This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2016. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2016 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Brad Galin, Director of Human Resources
269-323-5174

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

ACCIDENTS AND ILLNESS AT SCHOOL

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home.

ACCIDENT INSURANCE

The school does not provide insurance to cover expenses of accidents that occur on school property. This is the responsibility of the family. Parents may choose to purchase insurance specifically for this purpose. This information is distributed during the first week of school. If, under emergency circumstances, school personnel feel that emergency care should be provided, we will use our best judgment in terms of the information available to us at that time. It should be understood that the school system will not accept responsibility for any costs so incurred.

ADDRESS, CHANGE OF

Students are required to report a change of address to the appropriate administrative office as soon as possible.

ADULT STATUS

In compliance with State of Michigan legislation, a student who reaches eighteen (18) years of age may seek acknowledgment of adult status by the high school personnel. Circumstances where this would appear most appropriate are for a student residing and financially supporting him/herself in a manner that is independent from guardian or parental assistance. **The student must have permission from their parent/guardian to receive adult status. Once adult status has been granted, the parent must have written permission from their student to access student records or speak with school personnel. If adult status has been granted, all school rules remain in effect.**

A student seeking adult-status recognition should contact the appropriate administrative office for further information.

ALLERGIES

Portage Public Schools will work with the family, student, medical team and educational team to create a safe, learning environment for all students. Students with severe allergies should work with their assistant principal to develop an action plan.

APEAL PROCESS

Students, parent(s)/guardian(s) have the right to appeal decisions. Students, parents or guardians should first speak to the teacher or coach. If further discussion is necessary, the assistant principal or the athletic director is the next level of contact. A parent may then schedule a meeting with the building principal. The Assistant Superintendent of Instruction and Assessment is the final step in the appeal process except in the case of long term suspension (greater than 10 days) or expulsion, which may be appealed to the Board of Education.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

ASSEMBLIES

Assembly programs are held periodically during the year. Students are expected to exhibit appropriate behavior and to sit in the section and seat assigned by their teachers. Failure to report both to class and to the assembly is an unexcused absence subject to disciplinary action.

ATTENDANCE REQUIREMENT

Philosophy

The Portage Public High Schools are committed to the philosophy that every student should attend all of his or her classes every day. Punctuality and regular attendance are required if students are to achieve maximum success in their pursuit of academic excellence. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, understanding explanations and clarifications, participating in guided practice and viewing varied audiovisual materials, etc., cannot be duplicated outside the classroom and do constitute valid and crucial elements of course work. If a student must be absent, the expectation is that they not on school grounds for that day.

Absence

An "Absence" shall mean that the student was not present for a class period, left class before the ending of the class period, or was more than ten minutes late to the class. Students at school are expected to be in their designated locations. There are four types of absences: Excused Absences, Unexcused Absences, Administrative Absences and Non-Totaling Absences.

Excused Absences

Excused absences count toward the Tenth Absence Rule. These absences are limited to those verified in a timely manner by a parent or guardian. It is the responsibility of the parent/guardian to determine a verified absence.

Examples include:

- Personal illness
- Professional appointments
- College campus visits
- Personal/family emergencies
- Personal transportation issues

Unexcused Absences

Unexcused Absences also count towards the Tenth Absence Rule. Any absence that does not qualify for one of the other three categories is an Unexcused Absence. Examples of unexcused absences include:

- Leaving school without parent's/guardian's permission or not signing out in the appropriate administrative office.
- An adult-status student leaving school without signing out in the appropriate administrative level office.
- Being truant from class.
- Any absence normally covered as an Excused or Non-Totaling Absence for which the student or parent/guardian does not provide verification in a timely manner.

Non-Totaling Absences

Non-Totaling Absences do not count toward the Tenth Absence Rule. The classification of Non-Totaling Absence is used for certain school-sanctioned or legally required absences where the student is not in the direct supervision of the school.

Examples include:

- Subpoenaed court appearances,
- The funeral of an immediate family member,
- Religious holiday observances,
- Suspensions,
- Administratively approved scheduling conflicts associated with off-campus classes.

Administrative Absence

Administrative absences do not count toward the Tenth Absence Rule. The classification of Administrative Absence is used for certain school-sanctioned absences where the student is in the direct supervision of the school.

Examples include:

- Meetings with counselor or administrator when pre-arranged by the student or requested by the staff member.
- Participation in a school-sponsored field trip, early dismissal for curricular, co-curricular or extra-curricular activities.
- Missed classes due to district-provided transportation issues.

Tenth Absence Rule

1. Excused and Unexcused Absences count toward the Tenth Absence Rule. Non-totaling absences, administrative absences and out-of-school suspensions do not count towards the Tenth Absence Rule.
2. The student and parent/guardian shall be notified when a student acquires a total of six (6) excused and/or unexcused absences during a semester and again when a student acquires a total of ten (10) excused and/or unexcused absences.
3. Students may earn back time to reduce the number of absences that count towards the Tenth Absence Rule through programs approved by the administration. (See "Earn Back" below.)
4. A student who has acquired ten (10) or more absences counting towards the Tenth Absence Rule during a semester must pass the comprehensive final exam with a 77.5% or higher and pass the class in order to receive credit. Students who fail to meet this requirement will not receive credit for the class and will be assigned an "NC" if he or she was otherwise passing the class or an "E" if he or she was not passing the class. (A grade of "NC" does not affect GPA. A grade of "E" does affect GPA.)

Medical Waiver

A student or parent/guardian may apply for a Tenth Absence Rule Medical Waiver. Students who are granted a Medical Waiver are exempt from the Tenth Absence Rule. Waivers will be granted if all of the following criteria are met:

1. Parent/Guardian letter of request,
2. Absence of 5 or more days due to a specific medical condition,
3. Written medical verification by a physician or other licensed medical practitioner directly responsible for the student's care stating absences are a medical necessity,
4. The student has no unexcused absences.

Earn Back

Students may reduce the number of excused and unexcused absences that count toward the Tenth Absence Rule by earning back time through administratively approved Earn Back programs. These programs will take place exclusively outside of regular school hours.

Students are responsible for keeping track of hours spent in the Earn Back program and requesting a reduction of absences counting towards the Tenth Absence Rule from the appropriate office in a timely manner. Additional information and forms are available in the appropriate administrative office.

Attendance for students participating in extra/co-curricular or athletic activities

A student is required to have a full day of attendance on the day of extra/co-curricular competitions, performances, events, practices/rehearsals and other activities unless an un-avoidable pre-arranged absence is approved by an administrator.

Pre-Arranged Absence

A Pre-Arranged Absence Form is recommended for anticipated absences of three (3) or more days at one time. The form is available from the appropriate administrative office.

With the exception of an emergency, a Pre-Arranged Absence Form should be completed at least five (5) days before the period of absence.

The Parent is requested to call the appropriate office if an absence is known in advance.

Parent(s)/Guardian(s)' Responsibility

Regarding Attendance:

1. The Michigan School Code states, with a few exceptions, that it is the responsibility of parent(s)/guardian(s) to see that their children between the ages of six (6) and eighteen (18) be in regular attendance at school.
2. All parents/guardians are encouraged to support their student's attendance in school regardless of age.
3. It is the responsibility of the parent(s)/guardian(s) to notify the student's appropriate office if the student is going to be absent and to explain the reasons for the absence by 7:40 AM.
4. Verification of a student's absence by a parent/guardian is required (unless otherwise indicated by the appropriate administrator) and must accompany the student to school the day after an absence so the student may obtain an admit slip in his/her appropriate administrative-level office for re-admittance to class. The school reserves the right to require medical verification for excused absences.
5. To notify the student's administrative office if the parent/guardian wishes correspondence (progress reports, attendance letter, etc.) from school to be mailed to an address other than the one listed on the student's registration card which is completed at the beginning of each school year.
6. To notify the appropriate administrative office throughout the school year of any change in the student's home address or telephone number.

Student's Responsibility

Regarding Attendance:

1. It is the student's responsibility to inform the teacher(s) and appropriate administrators in advance of any upcoming absences.
2. After absence from any class, the student is to report to the appropriate office to acquire an Admit Slip before returning to class.
3. If a student arrives to school ten (10) or more minutes after his/her first class begins, he/she will be marked absent and must report to the appropriate administrative office for an Admit Slip.
4. Early dismissal must be done through the appropriate office.
5. Once a student signs out, he/she must leave campus unless given authorization by an administrator to remain on campus.

Regarding Tardiness:

1. Tardiness rules may differ in the high schools. Students are responsible to know what the policy is in their building and to honor it. Building rules may change from time to time based on effective discipline procedures.
2. Students who acquire an Admit Slip in the morning must obtain the pass at least five (5) minutes before the start of first hour to ensure their arrival in class on time.
3. Excessive tardiness will result in disciplinary consequences.

School's Responsibility

1. The teacher will be personally responsible for taking roll and maintaining accurate, daily attendance records.
2. To monitor the entire attendance procedure and work closely with the parent(s)/guardian(s) to ensure students' success in school.
3. To monitor students' tardiness and assign consequences in case of chronic tardiness.
4. To notify the parents/guardians when a student reaches six (6) and ten (10) totaling absences in a class.
5. To enlist the resources of the Kalamazoo Regional Educational Service Agency and the Kalamazoo County Juvenile Court in the event a student is chronically truant and under the age of 18.

AWARDS

In addition to the academic honors, various groups bestow awards on graduating seniors. These may include D.A.R. (Daughters of the American Revolution), B'nai B'rith Athletic Scholars, Rotary Club, Exchange Club, YMCA Women of Achievement, Southwest Michigan Athletic Conference Scholar Athletes, and National Merit. Some clubs, classes, and departments also recognize their outstanding students. Inquiries regarding the latter awards should be directed to the persons granting them.

To determine Excellence in Education Awards, the Detroit Free Press formulas are to be used. Of the two formulas, the one that gives a student the most favorable score is to be used. The formulas, using the unweighted GPA, are as follows:

$$\text{GPA} \times 250 + \text{ACT score} \times 27.778 = \text{Student score}$$

Or

$$\text{GPA} \times 250 + \text{SAT score(verbal and math)} \div 1.6 = \text{Student score}$$

As criteria for membership in the National Honor Society and for determining High School Academic Awards, but not Departmental Awards or Athletic Awards, the weighted transcript is to be used in calculations. Should a tie occur, the weighted grade will determine winners.

BREATH-TEST INSTRUMENTS

The principal or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

CLOSED CAMPUS & LUNCH PRIVILEGES

Students are to remain on campus for the entire day. Freshman and sophomore students shall observe the closed campus administrative guideline. Juniors and seniors have a modified closed campus. A junior or senior wishing to leave campus for lunch must meet the following criteria for the quarter preceding that in which the student applies for off-campus privileges:

- Student has no unexcused absences.
- Student has passed all classes for the preceding marking period.
- Student has not been truant (UA) from any classes.
- Student has not left campus without permission and/or without signing out in the Assistant Principal's Office.
- Student does not have more than one violation that results in an after school suspension (250) , or in-school suspension (ISS)
- Student does not have any out-of-school suspensions.
- Student has written permission from parent or guardian for off-campus lunch.

Eligibility for these off-campus lunch privileges for juniors and seniors is reviewed each quarter and may be revoked upon failure to meet the conditions of the privilege. Juniors and seniors meeting the conditions may apply for an off-campus lunch permit. **A fee is charged for off campus permits. Juniors and seniors going off campus for lunch are expected to arrive punctually for their next class.**

Students without lunch passes needing to leave campus for their lunch time must be signed out in person by their parent/guardian in the appropriate administrative office.

In case of personal illness or appointment, the student must "sign out" through the appropriate administrative office. The school accepts no responsibility for the actions of students while off campus. Students who are referred for being off campus without permission will be subject to discipline. All other Portage Public Schools buildings are considered off-limits at all times during the school day.

COMMENCEMENT

Commencement exercises will include only those students who have successfully completed state and district requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. However, a student will be denied participation in the commencement ceremony if he or she fails to complete the graduation requirements within the school's time-frame, has outstanding disciplinary consequences, and/or has outstanding fines/obligations. Participation in the commencement ceremony may also be denied as a disciplinary consequence.

COMMUNICABLE DISEASES AND PESTS (CASUAL-CONTACT)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

COMMUNICABLE DISEASES (NON-CASUAL-CONTACT)

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CORRIDOR CONDUCT

Students are expected to arrive in class on time. Students have five (5) minutes passing time between classes. Students in the halls without a pass, other than at passing time, may be assigned detention or suspension.

Students are not to leave instructional areas until the teacher dismisses the class. Students waiting for shuttle transportation should wait near approved exits. Running, shoving, or other misconduct is not acceptable.

During after-school hours, students will not be permitted in the building unless participating in a supervised activity with a sponsor or coach present.

Due to State fire regulations, corridors and stairs must be kept clear from obstruction.

COUNSELING SERVICES

Each counselor is assigned to, and is responsible for, a specific group of students. These assignments are made alphabetically, with each counselor progressing through the high school years with a group of students. The counselor will assist students in the development of their 4-year plan and in formulating their class schedules. A student may contact their counselor to assist with the college admission process. Students with social and or emotional challenges are encouraged to contact their counselors who may be able to connect the student with additional resources. The scheduling of classes for a school year is accomplished in the best interest of all students in the building. Every attempt will be made to accommodate a parent/guardian request, pending the availability of classes and taking into account the composition and size of classes.

(INDIVIDUALS WITH) DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Office of Special Education at 269-323-5010 to inquire about evaluation procedures and programs.

DIPLOMAS (AG 5460)

The Board shall award a regular high school diploma to every student in this District who meets the requirements of graduation established by the District, the Michigan Department of Education (MDE), and as provided by State law. Please see the Program of Studies for more information.

DISCIPLINE

Ultimately, it is the school's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Two types of school discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes: before-school/lunch/after-school detentions, in-school suspension, loss of credit, confiscation, loss of privileges, and schedule changes.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student/parent one (1) day's notice. The student or his/her parents are responsible for transportation. Students missing a detention will be assigned an additional consequence.

In-School Suspension

The following rules shall apply to in-school suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- Computers and personal electronic devices will be allowed at the discretion of the room supervisor and are to be used for educational purposes only.

- Students may be escorted by a staff member if they need to leave the in-school suspension room.

A student missing any portion of his/her assigned time in in-school suspension or being removed for disciplinary reasons will be suspended from school for the remainder of the day. Any such suspension shall be in accordance with District guidelines on suspension and expulsion. Students will be expected to serve a full day of in-school suspension upon return to school.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

When a student is being considered for expulsion, a formal hearing is scheduled with a hearing officer and the parents will be given written notice of the hearing and will be expected to attend. The hearing officer then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DISCIPLINE DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented.

When a student is suspended, s/he may make-up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which may contain:

- the charge and related evidence;
- the time and place of the hearing;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion will be immediately removed from school. A formal hearing is scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

DISTRIBUTION OF OUTSIDE LITERATURE

Use of halls or student bulletin board for posters, publications, etc. promoting non-school sponsored events is prohibited. Permission may be granted to post such materials on the designated community board. Promotional materials perceived to be in the interest of students by the principal may be made available for student pickup but will not be distributed. Announcements via PA, digital signage, or other means will not be made for outside organizations. Advertising may be purchased in a number of student publications.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Within this framework, see specific guidelines on your school's website.

Rules for dress and grooming will be in effect at all school-sponsored functions unless otherwise approved by the administration. Students in violation of the dress code will not be allowed to attend classes or other functions unless otherwise approved.

The school reserves the right to establish more definitive dress code administrative guidelines. Questions regarding appropriate dress should be referred to a building administrator.

DRILLS (FIRE, TORNADO, LOCK-UP/LOCK-DOWN)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by

their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of three buzzes repeated.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a constant sound.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of notification by PA.

DRIVING ADMINISTRATIVE GUIDELINES, REGISTRATION, MOTOR VEHICLES, PARKING

Limited parking facilities are available for those who drive to school. All motor vehicles must be registered in the office. Parking stickers are not transferable.

Use of a parking lot is a privilege. With this privilege come certain obligations:

1. Use of illegal substances can result in the possibility of revoking driving privileges for ninety (90) school days.
2. Reckless and careless driving will not be tolerated.
3. Students are to park solely in the area specified as the student parking lot. Parking in a fire lane, handicapped parking space, parking lot traffic lanes, and/or the faculty parking lot, on-street parking near school, and/or at nearby businesses, etc., may result in the vehicle being ticketed and/or impounded (towing & storage) at the owner's expense.
4. Students should always lock the car.
5. Students are expected to assist in keeping the parking lots clean and safe.
6. Any accidents or thefts must be reported to the police school resource officer and/or assistant principal immediately.
7. Students are not to be in the lot or in a car during school hours unless arriving or leaving.
8. Students are to be cooperative and respectful with supervisors in parking lots.
9. Failure to comply with driving and parking administrative guidelines may result in loss of privileges and/or suspension from school in addition to a formal police complaint.
10. Vehicles on school grounds are subject to search.
11. Administration reserves the right to restrict or reassign parking lots as needed.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a request by the parent/guardian. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

ELEVATOR

Students who need elevator access should inquire in the principal's office. To obtain a keycard, a deposit may be required. The elevator will only be used by those with explicit permission and one student helper, if needed. Students will be charged a fine for failing to return the key card.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations, post the information on the district website, and implement the automated calling system.

Parents and students are responsible for knowing about emergency closings and delays.

ENGLISH LANGUAGE LEARNERS

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the counseling office to inquire about evaluation procedures and programs offered by the District.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counseling office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

FEEES

Fees assessed for books, materials, equipment, uniforms, parking permits, etc. must be paid promptly in the high school office. Library fines must be paid promptly in the Media Center. Fees are also assessed to replace student identification cards, student planners, and off-campus lunch permits.

FIELD TRIPS

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

FOOD & BEVERAGES

Food and beverages shall not be consumed or sold as fundraisers in classrooms or corridors unless prior approval has been obtained from the building principal or the principal's designee.

FREE AND REDUCED LUNCH

Free and Reduced price meal applications are available at any school office or at the district food service office. You may apply at any time during the school year. Only one form is needed per family, regardless of how many buildings your children attend. A separate form is needed for each foster child. If your family qualified for Free or Reduced price meals in the previous year, your children will automatically receive the same benefits for the first month of the new school year. YOU MUST REAPPLY for the program each year in order to receive benefits. Benefits do not begin until the application is processed and approved, which may take up to 10 days.

Certain fees will be waived for students who have a verified Federal Free and Reduced Lunch Form on file with the Food Group office by November 1. Some examples include Extra-Curricular Participation Fees, International Baccalaureate test fees, tuition for evening class make-up credit, assistance in purchasing workbooks, and participation in class field trips. All families are encouraged to complete the Federal Free and Reduced Lunch form.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

HOMEBOUND SERVICES

The District shall arrange for individual service to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for this service. Applications must be approved by the office of the Assistant Superintendent of Instruction and Assessment. The District will provide homebound service only for those confinements expected to last at least five (5) consecutive days.

Applications for individual service shall be made by a parent or guardian. A physician or certified physician's assistant directly responsible for the care of the student must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such service; present evidence of the student's ability to participate in an educational program.

Pupils who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. While receiving homebound services it is understood that the child is also unable to participate in athletics, dances, part-time employment or any other school activities. If the child is able to participate in such activities, it is reasonable to expect him/her to attend school.

IDENTIFICATION CARD & STUDENT PLANNER

Each student will receive one picture identification card and one *Student Planner* at no charge. These items act as immediate identification that a student is enrolled at our school. Students are required to carry them at all times on campus and will present them upon request of authorized personnel. Failure to do so may result in disciplinary action.

The *Planner* will serve as a hall pass. Students must maintain the *Planner* intact, with all pages included, or the *Hall Passport* pages are invalid. Student identification cards must be carried at all extra-curricular and co-curricular school activities. A fee will be charged for lost or stolen I.D. cards or *Planners*. Replacement ID's may be obtained in the Media Center. Replacement *Planners* must be purchased in the high school office.

IMMUNIZATIONS

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

IN LOCO PARENTIS

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

LOCKERS

Each student will be assigned a hallway locker for storage of school materials and personal wearing apparel. To keep materials and belongings secure, students should not share lockers or combinations with anyone.

The school retains ownership of the lockers and has the right to inspect lockers whenever it is reasonably suspected that lockers contain stolen property or are being used in connection with some illegal activity. The legal rights of students will be protected. The school has the right to inspect lockers and to remove school property that has been taken without being properly checked out.

During the school year, students are expected to keep lockers reasonably clean. A charge may be assessed by the school where damage has occurred to a locker.

Students using gym or music lockers are expected to provide their own locks and keep the locker locked when in use. Locks left on gym or music lockers outside the approved times will be removed.

LUNCH

The Food Group tracks lunch money via a computerized system. Students are encouraged to prepay for meals online or in person. The link to the Food Group is on the district web page.

Balances on account at the end of the school year will be available when students return to school the following year (including changes in grade to other school buildings). Refunds will only be provided to those students leaving the district with a

balance over \$5.00. Refund requests may be made to the district Food Group office at 323-5155.

Students are expected to be responsible and cooperative in the cafeteria. No dishes, trays, or waste paper products are to be left on/under the tables.

MEDICATIONS (AG 5330)

When medications, prescription or over-the-counter, must be taken at school (following determination by physician/parent that medication schedule cannot be adjusted), parents must ensure that the appropriate Medication Request and Authorization form(s) have been completed, either via Skyward data base or hard copy to be kept on file with the building administrator. Building procedure and protocols must be followed.

- ✓ Failure to follow procedures and protocols may result in confiscation of medication.
- ✓ Authorization for the Possession and Use of Asthma Inhalers, and/or Epi-pen shall be completed by the parent/guardian. This form must be completed either via Skyward, or received by the building principal for distribution to all staff whom said student is assigned, including transportation (if applicable), allowing the student to use the device in an emergency situation at school or school-sponsored events, following prescribed (physician) dosage.
- ✓ Only medication in its original container; labeled with the date of prescription; the student's name; and exact dosage will be administered.
- ✓ Medications that are unused and/or unclaimed by the parent shall be destroyed by administrative personnel, when they are no longer being used or at the end of the school year. Administrator will note the method of disposal and date in the Medication Administration Log.

MONEY AND VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

NATIONAL HONOR SOCIETY

National Honor Society is an organization founded in 1921 by the National Association of Secondary School Principals (NASSP) that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of *Scholarship, Leadership, Character, and Service*. It was and remains the purpose of the National Honor Society to encourage students to go beyond personal academic goals and to become involved with the concerns of their school and their community.

See your building National Honor Society Advisor for information on applying for induction into your local chapter. Candidates who are invited to join National Honor Society should be aware that membership is not merely an honor; it is a responsibility as National Honor Society is an *active service organization*.

NON-DISCRIMINATION

The Portage Public Schools Board of Education has affirmed that "...no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity..." and, therefore, encourage students to take courses based on their interest, potentials, and abilities rather than past stereotyping cast upon them due to gender.

The Superintendent of Schools has designated the Director of Human Resources as the person to coordinate the District's efforts and to comply with and carry out its responsibilities under Title IX and the Elliot Larsen Civil Rights Act. This person also is responsible for ensuring the investigation of any complaint that alleges non-compliance with or alleging any actions that would be prohibited. [Refer to "Civil Rights Legislation", page 48]

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that a school staff person present is only in a supervisory capacity and is not actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Under the General School Laws of the State of Michigan, #380.1316, the existence of/or membership in a public school sorority, fraternity, or secret society is prohibited.

OPTING OUT OF RELEASING STUDENT INFORMATION

Portage Public Schools occasionally provides student contact information to organizations such as military recruiters (which is required by law), colleges and libraries offering special programs to school-age children, and political action committees. This information may include the student's name, address, telephone number, email address, date of birth, parent/guardian name(s), honors, activities, and awards, grade level and dates of attendance. Also, county organizations like Education for the Arts and Education for Employment seek comments from students and take pictures of them to use for promotional materials. Parents wishing to opt a student out of these things should visit the following website for information regarding changing their preferences in Skyward Family Access.

<http://www.portageps.org/skyward/UnderstandingDirectoryInformation.pdf>

PA-102 NOTIFICATION (PA 102 of 1999, Section 1308)

The policy requires public school districts to report to local law enforcement offenses which occur on school property, on school sponsored transportation, or at a school activity. The policy also requires local law enforcement to report to the school district crimes committed on school property or crimes committed off school property which may reasonably be expected to "pose a significant threat of imminent danger to students, staff or school property." This notification includes incidents of minor in possession or in the presence of underage consumption or possession.

PERSONAL ELECTRONIC DEVICES

Sign Color	Red	Yellow	Green
Examples of Locations	Bathrooms, Locker Rooms, Hallways during class, Some classrooms	Classrooms with teacher permission	Hallways during passing, Before or after school, Commons during lunch
Phone Calls	NO	NO	YES
Texting	NO	NO	YES
Personal Email	NO	NO	YES
School Email	NO	Yes, with permission	YES
Web Browsing	NO	Yes, with permission	YES
Music	NO	Yes, with permission	YES
Social Media (Twitter, Facebook, etc.)	NO	NO	NO
Taking Photos/Video	NO	Yes, with permission	NO
Note Taking	NO	Yes, with permission	YES
Calendar Functions	NO	Yes, with permission	YES

1. PEDs include, but are not limited to: laptop computers, net books, iPads or other tablet computers, iPods and cell phones with relevant apps and/or data plans.
2. PEDs are subject to all provisions in the district's Acceptable Use Agreement.
3. The extent to which learners are allowed to use PEDs in class is up to the discretion of individual teachers. Failure by the student to follow class policy will result in consequences for insubordination.
4. Internet access for PEDs is exclusively provided through the school's Wireless Guest Network.
5. No technical support is provided for PEDs at school.
6. Use of PEDs is absolutely prohibited in all locker rooms and bathrooms.
7. PEDs are not to be used for inter-learner communication (email, texting or telephoning) during any class, unless authorized by a teacher.
8. PEDs are not to be used in the hallways during class-time for any reason. PEDs may be used in the hallways and commons during passing and lunch.
9. Accessing or updating any social media sites such as Twitter or Facebook is prohibited during school hours.
10. Use of PEDs for unauthorized gaming is prohibited.
11. Students may not use the camera features of PEDs at any time without the consent of a staff member and the person being photographed or videotaped.
12. PEDs are not to be used during testing without the express consent of the teacher.
13. Shared use of PEDs as a wireless hotspot to circumvent the district's web filter is prohibited.
14. Teachers and administrators may bar an individual learner from using PEDs as deemed necessary.
15. All PEDs are brought to school at the user's own risk. Portage Public Schools or district staff members are not responsible for theft, loss, or damage to PEDs.
16. PEDs may be confiscated at any time if these guidelines are not followed. Return of the device is contingent on the outcome of a meeting with the parents of the involved student(s).

POLICE SCHOOL RESOURCE OFFICER

In cooperation with the City of Portage Police Department, a police school resource officer maintains an office in each high school. The officer is available to answer students' questions and assists with the supervision of each campus throughout the school day and at extra-curricular activities. The officer is an integral part of the school staff and is routinely involved with the safety and wellbeing of all students and staff.

PROGRESS REPORTS

The parent of a secondary student performing below 69.5 (C-) at the mid-point of a marking period or when a teacher has an academic concern will receive notification that may include a plan of intervention.

The parent of the secondary student performing below 59.5 (E) will receive notification that may include a plan of intervention.

RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the District nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the District’s annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and District policy, the District shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov and PPRA@ED.Gov

REGISTERED SEX OFFENDERS

Parents/guardians/and others who are listed on the Sexual Offenders Registry may only drop off and pick up their own children or, as otherwise specified in court documents without violation of the Attorney General's ruling. Specific individual cases may further limit access to school property.

Those individual who have been identified on the registry will not be allowed to attend any events on any school property, unless specific arrangements are made with the building administration, such as, in the case of parent/teacher conferences. Please be aware that any individual identified on the Sexual Offenders Registry will not be allowed to attend classroom parties, musical events, field trips, open house or any activity in which students are present and as defined in the written decision.

In accordance with our student safety precautions and this law, any and all parents, guardians and daycare providers who pick up students, must sign in at the office and students will be called down from their classrooms for the dismissal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school administrative guidelines, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods.
- C. Materials or distribution or display may not interfere with student movement within, into, or out of the school building or parking lots.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counseling office. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

SALES AND FUNDRAISERS FOR OUTSIDE ORGANIZATIONS

No student is permitted to sell, barter, trade, or advertise any item or service in school, including commercial activities and fundraisers for outside organizations. Violations will lead to disciplinary action.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need

to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHOLASTIC HONOR ROLL

Using the weighted transcript, students with a 3.0 or better grade point average will be awarded academic honors. The specific GPA range for each category will vary, depending upon the grade level, 9-12. An annual awards program is held to honor students academically, as well as to honor those students who have significantly improved. The Academic Improvement award is based on a comparison of semesters' GPA.

SCHOOL-SPONSORED PUBLICATIONS

The 1988 Supreme Court ruling in *Hazelwood School District vs. Kuhlmeier* gives school administrators the right to exercise editorial control over school-sponsored student publications that are not public forums. A public forum is created when school officials open a publication for unrestricted use by students. School-sponsored student publications are designed to serve as a public relations vehicle to highlight the positive accomplishments of students and events throughout the school year. The publications include but are not limited to the school newspaper, yearbook, literary magazine, etc.

SEARCH, SEIZURE, & SURVEILLANCE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Refusal to submit to a search is considered an admission of guilt and appropriate disciplinary consequences may be assigned.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal upon request.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

The District also has the right to enlist the aid of an outside agency equipped with detection equipment and/or detection canines.

The school uses video surveillance cameras to document events and student movement within the building and elsewhere on school property. Such surveillance contributes to the district goal of a safe and orderly environment.

SOCIAL EVENTS

All social events must be approved by the principal or designee and must be chaperoned by staff. Guests are welcome at dances, but a guest form must be obtained from the appropriate administrative office two days before the dance. Students from Portage Central High School, Portage Northern High School, and Portage Community High School who attend a dance at the sister school must have their student I.D. cards for admission to the dance. Students must be in good standing to attend a social event. Dances are limited to 9th, 10th, 11th and 12th grades only; middle school students are not admitted. Some social events may have special dress administrative guidelines (i.e., formal dances).

STUDENT DISORDER/DEMONSTRATION

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

STUDENT TRANSPORTATION & SAFETY RULES/ADMIN GUIDELINES

The Portage Public Schools provides transportation for eligible students in grades Young Fives, Kindergarten through Twelve, and to and from the Curious Kids Child Care Program. State of Michigan Public Act 187 of 1990, the Pupil Transportation Act, a complete copy of which is available for review in the Transportation Office or from the State of Michigan, determines the guidelines that Districts must follow. In general, the Portage Public Schools and the State of Michigan guidelines state that:

Middle and Senior High School pupils may be expected to walk up to a mile and a half (1 ½) to board a bus and up to a mile and a half (1 ½) to school, whenever appropriate walkways and traffic signs are available.

Since school bus transportation is provided only for certain eligible students, it shall be considered a PRIVILEGE to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and administrative guidelines. Most school bus riders other than certain children with special needs, as designated by an IEPC, may find it necessary to walk some distance to the designated bus stop.

When appropriate, a Transportation Advisory Committee shall review special transportation requests regarding bus stops and routes, evaluate the circumstances and make a final decision. The committee shall be composed of the manager of transportation, a law enforcement representative, and a parent/community representative.

Such requests must be in writing and sent to the Transportation Manager. The request should include detailed information describing the situation and the desired remedy, whenever possible. If circumstances change, special requests may be reevaluated. Portage Public Schools is concerned about the safety and security of all students. Therefore, any changes to the scheduled transportation for a student can only be made with **written authorization in advance** from the parent/guardian. All change requests should be directed to your student's home school office.

Call the Transportation Department in advance to verify seating availability. Bus capacity and assignments may limit changes. Unfortunately, we cannot guarantee that extra groups will have adequate seating for scout meetings, birthday parties, etc. A handbook that outlines Portage Public Schools transportation rules and administrative guidelines is available in the high school office for all riders. The handbook details responsibilities of the student, the parent, the bus driver and the District.

TEACHER INTERNS

The Portage Public Schools welcomes and regularly places teacher interns from area colleges and universities. Teacher interns have the same responsibility and authority as a faculty member.

TESTING OUT

Please refer to the Program of Studies.

TEXTBOOKS

Lost books, workbooks, materials, and equipment should be reported to the assistant principal's office. Replacement materials will be issued upon payment for the lost items.

TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

TRANSCRIPTS

Students are entitled to only two official transcripts without charge. A charge will be made for additional copies of the transcript.

Transcripts will feature a side-by-side calculation of a student's Grade Point Average (GPA) and class ranking. This means that a student's GPA and class ranking will be represented in two ways: unweighted and weighted.

The unweighted calculation will represent a student's GPA and class ranking without additional grade value for designated honors, IB, or other rigorous courses.

The weighted calculation will represent a student's GPA and class ranking with additional grade value for designated honors, IB, or other rigorous courses the student has taken.

VIDEO SURVEILLANCE

Portage Public Schools uses video surveillance on our property to keep a safe, secure, and orderly school environment. Video surveillance is not conducted in bathrooms and changing locker rooms. Students will be held responsible for any violations of school discipline rules caught by the cameras.

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal. Generally visits to classes and lunch periods are not permitted due to potential disruption to the school environment.

WEIGHTED GRADE VALUES

A	5.0	B-	3.84	D+	2.49
A-	4.7	C+	3.49	D	2.14
B+	4.49	C	3.14	D-	1.84
B	4.14	C-	2.84	E	0

Weighted grades are not intended to be used to determine borderline academic eligibility: a student earning an E in a weighted course is not considered to have earned a passing grade.

WITHDRAWING FROM A CLASS

Dropping a class during a semester normally results in an EW (early withdrawal) grade being recorded for that course and the student assigned to a seminar. A student will receive an E, which would be calculated into the GPA. If a student withdraws from a class as a result of teacher recommendation, an NC (no credit) grade may be assigned at the discretion of the counselor and/or administrator. Course changes after the start of the semester are restricted. See your counselor for details.

A student who is removed from a class by administrative action, or who chooses not to complete a class will be assigned an EW for the semester. The student cannot enter another class for credit in place of the one in which the EW was earned. A student who is moved from one level of a class to another (i.e. from Honors English 9 to English 9; Spanish II to Spanish I) is dropped from the first class without penalty. The grades earned and attendance in the first class are transferred to the new teacher for consideration and possible use.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Decisions regarding students 18 or over will be communicated with parents.

WITHDRAWAL FROM THE DISTRICT

If a student plans to withdraw from the school, the parent must notify the counseling office. Withdrawal will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the withdrawal is not properly completed. Parents are encouraged to contact the counseling office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records regarding long-term suspensions and expulsion actions against the student.

WORK PERMITS

Work permits are required of all persons under 18 years of age in order to work. These papers are secured from the Office. **STUDENTS MUST HAVE A JOB BEFORE APPLYING FOR A WORK PERMIT.** A student must obtain an "Offer of Employment" slip from his/her employer, or from the appropriate office, and have the employer complete it. The completed "Offer of Employment" form and student birth certificate or student driver's license should be returned to the appropriate office and a work permit will be issued.

The school may refuse to issue or revoke work permits for students with excessive absences and/or poor academic performance.

Policies

Subject: FREEDOM FROM SEXUAL DISCRIMINATION AND HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Harassment outside the school day should be referred to the police school resource officer.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Director of Human Resources.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- F. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

Subject: BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification:

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State

and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation:

The District is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure:

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports:

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions:

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Subject: CODE OF STUDENT CONDUCT -- High School Level Summary

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

UNACCEPTABLE BEHAVIOR	DISCIPLINARY ACTION
<p>1a. Illegal Substance Possession: Possession, use, attempt to acquire (in other words purchase), or appearance of being under the influence of: alcoholic beverages, narcotics, hallucinogens, inhalants, amphetamines, barbiturates, anabolic steroids, marijuana, controlled substances, designer drugs or mood/behavior-altering chemicals and prescription drugs for which the student does not have a prescription, as well as look-alikes and related paraphernalia or what is represented as a drug or alcohol product during times when students are subject to the authority of the school.</p> <p>Drug Intoxication: A student who appears to be under the influence of an illegal substance, shall be released to a parent or guardian and tested by a recognized community agency or licensed testing facility for drug ingestion within 24 hours. Failure to provide evidence and results of the testing will result in administration of the consequences for drug intoxication.</p> <p>Alcohol Intoxication: A school administrator who believes that a student who is less than 21 years of age has consumed alcohol may require the student to submit to a police-administered preliminary chemical breath analysis. Regardless of the quantity, a student shall not be under the influence or consume alcohol. A person less than 21 years of age who refuses to submit to a preliminary chemical breath test analysis as required in this subsection is responsible for a civil infraction and will be disciplined in accordance with district administrative guideline on alcohol and drugs.</p>	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> • Confiscation • Referral to police • Suspension (out-of-school): 10 days* • Evidence in writing of an assessment from a recognized community agency or licensed professional in the area of chemical or alcohol abuse treatment. • Upon return, the student and guardian must meet with a counselor or behavioral interventionist who will document the assessment has been completed, and that the recommendations of that assessment are understood by student and guardian(s). The re-entry requirements will be documented on the Student Suspension Follow-up form. • Possible Expulsion <p>*With written verification of a drug screen, a treatment plan in an approved program, evidence that treatment has commenced, and a written release to speak with a contact in the program, a student may return to school after 5 days of the suspension. If the student fails to continue the treatment as defined in the plan the remaining days of the suspension shall be served immediately as prescribed by an administrator.</p> <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> • Confiscation • Referral to police • Suspension (out-of-school): 10 days • Recommendation for expulsion from Portage Public Schools <p>Note: Penalties for illegal substances are cumulative.</p>
<p>1b. Illegal Substances Transfer/Sale: Selling or furnishing, attempting to sell or furnish, or demonstrating the intent to sell or furnish illegal drugs, narcotics, hallucinogens, inhalants, alcohol, amphetamines, barbiturates, anabolic steroids, marijuana, controlled substances, designer drugs,</p>	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> • Confiscation • Referral to police • Suspension (out-of-school): 10 days • Recommendation for expulsion from Portage Public Schools

<p>Illegal Substances Transfer/Sale Continued: prescription drugs and/or look-alikes of any of the above, at school or any school-related activities, or within 500 feet of school premises.</p>	
<p>2. Arson: Purposefully setting fire on school premises.</p>	<ul style="list-style-type: none"> • Suspension 10 days • Recommended expulsion • Referral to police <p>Excerpt from Revised School Code 380.1311: “If a pupil...commits arson in a school building or on school grounds...the school board shall expel the pupil from the school district permanently.”</p>
<p>3. Assault: intentionally causing or attempting to cause physical harm to a student or adult through force or violence, at school, to or from school or at a school-sponsored activity.</p>	<ul style="list-style-type: none"> • Suspension • Referral to police • Expulsion – up to and including 180 school days [Refer to <i>Revised School Code 1311A</i> and <i>1311A(2).</i>]
<p>4. Assault to Staff (Verbal): threatening to cause harm to a school employee, volunteer, or to a member of that employee’s family through verbal, written, or electronic means.</p>	<ul style="list-style-type: none"> • Suspension • Referral to police • Expulsion – up to and including 180 school days [Refer to <i>Revised School Code 1311A</i> and <i>1311A(2).</i>]
<p>5. Careless or Reckless Driving: On school property or at school-sponsored events that creates a potential hazard or danger.</p>	<ul style="list-style-type: none"> • Referral to police • Detention and/or loss of driving privileges • Suspension
<p>6. a. Cheating: The act or an instance of fraudulently deceiving.</p> <p>b. Academic Malpractice (IBO): “Beyond intellectual rigor and high academic standards the International Baccalaureate Organization (IBO) places strong emphasis on the ideas of international understanding and responsible citizenship. Expectations for ethical behavior arise from the philosophy and values inherent and explicit in the Diploma Program. The IBO expects students to participate in the IB curriculum as structured and required by the school; to comply with all subject-specific regulations and internal school deadlines; and to complete the Diploma Program over a period of two years. Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment; to submit separate pieces of work in fulfillment of the requirements of different assessment components (for example, Extended Essays and internal</p>	<p>a. Cheating:</p> <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Suspension <p>b. IBO Malpractice:</p> <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Award of the grade “N” from the IBO for the specific course involved • Non-award of the IB Diploma • Non-award of the IB certificate in the specific IB course involved • Ineligibility to take the IB test in the curricular area where the offense occurred. <p>IB NOTE: The IB Diploma may be withdrawn from a candidate at any time after its issue if malpractice is established.</p>

<p>6. b. Academic Malpractice Continued assessment); and to ensure that their own work is never given to another candidate, either in the form of a hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualification. Students are expected to recognize the IB Coordinator as the intermediary for all communication with the IBO.” (<i>Vade Mecum 2001, P. A6</i>)</p> <p>c. Collusion: Collusion occurs when a student knowingly allows his or her work to be submitted for assessment/credit by another student, or does not take reasonable steps to ensure that his or her work is never submitted by another.</p> <p>d. Plagiarism: The use of another’s ideas, facts, photos, art, chart, graphic, design or words without giving proper credit; an attempt to present the ideas or words of another as one’s own; presenting as new/original an idea or product derived from an existing source. In writing and in speech, the use of the words of another (whether quoted or paraphrased) without telling the reader/listener that those words are not one’s own.</p>	<p>c. Collusion:</p> <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Suspension from the specific class involved <p>d. Plagiarism:</p> <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Detention or Suspension
<p>7. Computer Misuse: Unauthorized access, modification or destruction of files and/or network operating systems, computer hardware and/or electronic information; includes any violation of the AUP.</p>	<ul style="list-style-type: none"> • Parental contact • Detention or Suspension • Responsible for repair/replacement costs • Possible loss of privileges • Possible recommended expulsion
<p>8. Disorderly Conduct: Disruptive behavior that continues to persist after being asked to stop.</p>	<ul style="list-style-type: none"> • Suspension • Referral to Police
<p>9. Dress Code Violation: refer to “Dress and Grooming”</p>	<ul style="list-style-type: none"> • Required clothing change before returning to class • Possible confiscation • Detention or suspension
<p>10. Electronic Devices: Violation of the school personal electronic device (PED) policy or the district acceptable use policy (AUP). The inappropriate recording or publishing of any photo, video, or audio.</p>	<ul style="list-style-type: none"> • Detention or suspension • Possible confiscation • Immediate removal of posted material.

<p>11. Extortion: Taking money or items of value through force, illegal activity, or ingenuity.</p>	<ul style="list-style-type: none"> • Referral to police • Suspension • Restitution
<p>12. Failure to Serve a Consequence: Such as a detention or after school suspension as scheduled.</p>	<ul style="list-style-type: none"> • Increased consequence • Possible suspension
<p>13. False Alarms: Fire alarms or bomb threats.</p>	<ul style="list-style-type: none"> • Referral to police • Suspension – 5 day minimum • Possible expulsion
<p>14. a. Fighting with Injury: On school property, to or from school, or at a school-sponsored activity which results in a recommendation by school staff for medical follow-up including, but not limited to, possible concussions and defensive injuries regardless of whether medical attention is actually sought.</p> <p>b. Fighting without Injury: On school property, to or from school, or at a school-sponsored activity which does not result in a recommendation by school staff for medical follow-up.</p> <p>c. Fighting Words: Use of words or actions on school property, to or from school, or at school-sponsored activities that promote or instigate a physical altercation. Threatening to cause harm to another student through verbal, written, or electronic means.</p>	<p>a & b. Fighting With or Without Injury:</p> <ul style="list-style-type: none"> • Suspension: All parties • Possible recommended expulsion • Referral to counselor for conflict resolution • Referral to police <p>c. Fighting Words:</p> <ul style="list-style-type: none"> • Suspension: All parties • Possible recommended expulsion • Referral to counselor for conflict resolution • Referral to police
<p>15. Forgery: Fraudulent means to use or obtain use of school-related documents.</p>	<ul style="list-style-type: none"> • Detention or suspension • Possible referral to police
<p>16. Gambling: Student involvement in betting or wagering.</p>	<ul style="list-style-type: none"> • Detention or suspension
<p>17. Gang or Gang-Like Behavior: Gang or gang-like activity of any kind on school property or at any school activities at any time; forming associations with other students who imitate gangs or who have similar characteristics; gang or gang-like attire; patterns in clothing, behavior, or symbols; “ganging up” on other persons to harass, threaten or intimidate; creating a threatening environment; vandalizing or damaging property.</p>	<ul style="list-style-type: none"> • <u>1st</u> offense: <ul style="list-style-type: none"> - Attire may be required to be changed. - Detention or suspension • <u>2nd</u> offense: <ul style="list-style-type: none"> - Detention or suspension • <u>3rd</u> offense: <ul style="list-style-type: none"> - Possible recommended expulsion
<p>18. Habits or Bodily Conditions Detrimental to the School: Conditions under which the pupil is suspected of having a communicable disease or one who has persistently neglected personal hygiene to the point where it is disruptive.</p>	<ul style="list-style-type: none"> • Parental contact • Student will be required to correct the condition. • Possible removal from school setting.

<p>19. Harassment:</p> <p>a. Discrimination: Discrimination, intimidation or insult of an individual based upon physical appearance, sexual orientation, attire, social or economic status, ethnicity, religion, gender, disability, or race</p> <p>b. Creating a Hostile Environment: Making remarks that are overtly discriminatory based on the factors listed above but are not directed at a specific person and are not deliberately intended to intimidate.</p> <p>c. Sexual Harassment: Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating or hostile sexual nature; or sexual gestures.</p> <p>d. Cyber Bullying: The use of electronic devices to bully, harass, or intimidate others <u>while at school or a school sponsored event.</u></p>	<p>a and b:</p> <ul style="list-style-type: none"> • Detention or suspension • Possible meeting with Student Assistance Coordinator; must follow his/her recommendations satisfactorily • Possible referral to Police School Resource Officer • Possible referral for Risk Assessment • Possible restriction to access of Portage Public Schools' grounds or attendance at extra-/co-curricular activities • Possible recommended expulsion <p>c and d :</p> <ul style="list-style-type: none"> • Detention or suspension • Referral to Police School Resource Officer • Restriction to access of Portage Public Schools' grounds or attendance at extra-/co-curricular activities • Possible referral for Risk Assessment • Possible recommendation for expulsion
<p>20. Hazing: Participating in promoting any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.</p>	<ul style="list-style-type: none"> • Detention or suspension • Possible referral to police
<p>21. Horseplay: rough, boisterous, unsafe, physical, or rowdy behavior</p>	<ul style="list-style-type: none"> • Suspension
<p>22. Illegal Activities: Illegal activities not referred to in other portions of the <i>Code of Student Conduct</i> (breaking and entering, possession of keys, etc.).</p>	<ul style="list-style-type: none"> • Suspension • Referral to police, if appropriate
<p>23. Inappropriate Behavior: Behavior that interferes with the learning environment.</p>	<ul style="list-style-type: none"> • Detention or suspension • Loss of privileges
<p>24. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate.</p>	<ul style="list-style-type: none"> • Detention or suspension • Student will be required to correct the condition.
<p>25. Insolence: Attitudes or behavior insulting or contemptuous in speech or conduct, including remarks of a defamatory nature.</p>	<ul style="list-style-type: none"> • Detention or suspension
<p>26. Insubordination: Defiance of authority: the refusal of a student to comply with the reasonable requests of any school employee, such as fleeing; failure to identify/false ID.</p>	<ul style="list-style-type: none"> • Detention or suspension • Possible removal from class

27. Intimidation: Systematic bullying or conduct toward students, school personnel or others that poses a direct threat to safety or well-being.	<ul style="list-style-type: none"> • Possible referral to police • Possible referral for Risk Assessment • Suspension or possible expulsion
28. Lying: Written or verbal statements containing falsehoods or omitting facts.	<ul style="list-style-type: none"> • Detention or suspension
29. Non-Productive Behavior: Not meeting reasonable academic expectations.	<ul style="list-style-type: none"> • Meeting with Student Assistance Coordinator and/or grade-level counselor • Detention or suspension • Possible exclusion/removal from class
30. a. Obscenity: Vulgar acts in any form. b. Profanity: Directly or indirectly, written or unwritten, and directed towards staff, students or others.	<ul style="list-style-type: none"> • Detention or suspension
31. Ongoing Conflict: Making direct or indirect contact with a student, after administrative intervention, which distracts or distresses that person based upon the past context of the two students.	<ul style="list-style-type: none"> • Suspension
Parking in Unauthorized Areas	<ul style="list-style-type: none"> • Detention, suspension, or loss of driving privileges
32. Persistent Disobedience: Persistent inappropriate behavior and non-compliance with the reasonable requests of school personnel.	<ul style="list-style-type: none"> • Suspension • Removal from class • Possible recommended expulsion
33. Possession of Dangerous Chemicals: Possession, transfer, use or threatening to use any chemical considered dangerous or capable of inflicting harm as determined by the administration (e.g., pepper spray).	<ul style="list-style-type: none"> • Suspension • Referral to police • Possible recommended expulsion
34. Possession of a Disruptive Item: Possession or use of items which interfere with school activities or environments including but not limited to: noisemakers (air horns, vuvuzelas, etc.), substances which create an offensive odor, laser pointers.	<ul style="list-style-type: none"> • Confiscation • Detention or Suspension • Possible referral to police
35. Present a Dangerous Situation Creating a situation in which staff, students, or other school personnel are put into harm's way.	<ul style="list-style-type: none"> • Detention or suspension • Possible referral to police
36. Public Display of Affection (PDA's), Inappropriate: Students are expected to conduct themselves as responsible, mature individuals.	<ul style="list-style-type: none"> • Detention or suspension
37. Pyrotechnics: Use, possession, and/or production of any explosive, smoke- or odor-producing device, including caps and fireworks of any kind, is prohibited in or on school property	<ul style="list-style-type: none"> • Referral to police • Suspension • Recommended expulsion

<p>38. Sexual Assault: Any physical or verbal effort to intimidate or force, or attempt to force another person against his/her will into any sexually related activity.</p>	<ul style="list-style-type: none"> • Suspension 10 days • Possible referral for Risk Assessment • Referral to police • Recommended expulsion
<p>39. a. Tardiness: Excessive tardiness. b. Truancy: Skipping classes for all or part of a class period; skipping school, and leaving class without permission.</p>	<ul style="list-style-type: none"> • Refer to district administrative guideline • Referral to Juvenile Authorities if student is under sixteen (16) years of age.
<p>40. Theft: The act of stealing and/or possessing stolen goods or found items.</p>	<ul style="list-style-type: none"> • Suspension • Restitution • Referral to police • Possible recommended expulsion
<p>41. Tobacco: Possession / use of tobacco or nicotine in any form (including look-alikes), being in the presence of tobacco smoke or vapor from a nicotine device, or possession of any related paraphernalia (pipes, vaporizers, lighters, matches, rolling papers, etc.) while on school grounds, travelling to or from school, or any school event.</p>	<p><u>1st</u> offense:</p> <ul style="list-style-type: none"> • Suspension • Confiscation • Referral to police <p><u>2nd+</u> offense:</p> <ul style="list-style-type: none"> • Suspension • Confiscation • Referral to police
<p>42. Unauthorized Leaving of School: Leaving the school building or grounds without authorization from the school office.</p>	<ul style="list-style-type: none"> • Detention or suspension
<p>43. Vandalism: Defacing or destroying property of the school, staff, or students.</p>	<ul style="list-style-type: none"> • Suspension • Restitution • Referral to police • Possible recommended expulsion
<p>44. a. Weapon Possession Possessing, using, threatening to use; transferring any weapon/instrument capable of inflicting harm or considered dangerous by the administration. The term weapon includes such items as a firearm, Taser stun guns, (including a soft pellet gun or BB gun), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, paint ball guns, etc., (Weapons-Free School Zone AG #5772) (State Law).</p> <p>b. Other Weapons not specifically covered under School Code 380.1311, for example knives less than 3 inches or threatening to use a weapon or cause great bodily harm.</p> <p>This list is not meant to be all-inclusive.</p>	<p>a. Weapons Possession</p> <ul style="list-style-type: none"> • Referral to police • Referral for Risk Assessment • Recommended expulsion <p>The law requires the superintendent or school administrator to contact the local police agency when a student is found in possession of any weapon.</p> <p>Excerpt from Revised School Code 380.1311: “If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon... the school board shall expel the pupil from the school district permanently.”</p> <p>b. Other</p> <ul style="list-style-type: none"> • Suspension • Possible referral for risk assessment • Possible referral to police • Possible recommendation for expulsion

45. **Weapon Look-Alikes:** Possessing, handling, or transmitting any object/instrument that is a “look-alike” weapon or instrument (including a starter pistol, rubber knife comb switchblade, toy guns, etc.).

- Detention or suspension
- Referral to police
- Referral for Risk Assessment
- Possible recommended expulsion

Building administrators have the authority to execute the discipline outlined above. The severity of the violation will determine the degree of discipline administered within the above stated guidelines. Exceptions may occur only under extenuating circumstances.

A student on suspension will not be able to attend his/her regular classes or participate in extra/co-curricular activities during the dates of the suspension. There is a loss of all social and athletic privileges during the dates of the suspension.

Parents shall be notified in all cases of suspension and/or when a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.

**PARTICIPATION IN EXTRA/CO-CURRICULAR ACTIVITIES:
ACADEMIC ELIGIBILITY**

The intent of the Academic Eligibility Administrative Guidelines is to give students as much support as possible to enable them to improve their academic standing while continuing participation in extra/co-curricular activities.

Attendance

A student is required to have a full day of attendance on the day of extra/co-curricular competitions, performances, events, practices/rehearsals and other activities unless an un-avoidable pre-arranged absence is approved by an administrator.

Rationale

It is believed that student participation in extra/co-curricular activities plays an important role in the development of self-concept, social skills, and citizenship. Participation in extra/co-curricular activities (i.e., athletics, debate/forensics, drama, musical programs, etc.) is a *privilege* that allows students additional opportunities to grow physically, socially and emotionally toward adulthood. The intent of the academic eligibility administrative guidelines is to encourage academic success as well as these aspects of social growth.

Portage Public School athletes must meet Michigan High School Athletic Association (MHSAA) regulations governing high school academic eligibility by virtue of our school district's membership in that organization. The MHSAA establishes the minimum criteria for eligibility and Portage Public Schools has established criteria that exceed those standards. Below is a summary of each of the eligibility standards that an athlete must meet. Co-Curricular participants are held only to the standards of the Portage Public Schools.

MHSAA Standards:

Previous Semester Record:

No student who does not have to his or her credit on the books of the school represented, at least 66 percent of full credit load potential for a full-time student during a semester or trimester which he or she shall have been enrolled in grades nine through twelve, inclusive, shall compete in any athletic contest during any semester. Students who have not received 66 percent of full credit load potential for a full-time student in the previous academic term are ineligible from the day grades are reported at the term's end through the 60th scheduled school day, unless the deficiencies are made up.

Deficiencies, including incompletes, conditions, and failures from a previous semester may be made up during the subsequent semester, summer session, night school, on-line courses, by correspondence, or by tutoring. Eligibility may be reinstated during the next semester when the school accepts the credit.

Current Semester Record:

Academic eligibility checks of not more than ten weeks are required. If a student is not passing 66 percent of full credit load potential for a full-time student, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66 percent full credit load potential for a full-time student, that student is ineligible for competition until for not less than for the next Monday through Sunday, and so on until the student is passing at least 66 percent full credit load potential for a full-time student, from the start of the semester through the most recent eligibility check. (Portage Public Schools has adopted additional eligibility requirements which are outlined below).

In schools whose classes are approximately equal in length, "receiving credit" of "passing" 66 percent of a full credit load potential for a full-time student is defined here and throughout these regulations as meeting requirements of courses for which

credit toward graduation would be granted by the school. The credit load potential will be the same for all students enrolled in the school represented. The minimum would be met for example by the following:

- Passing 3 of 4 classes
- Passing 4 of 5 classes
- Passing 4 of 6 classes
- Passing 5 of 7 classes
- Passing 6 of 8 classes

Portage Public Schools Standards:

These standards do not replace MHSAA standards but work in conjunction with them.

Eligibility Probation:

During a marking period:

A student is placed on **eligibility probation** for a **minimum of two (2) weeks** if he or she is:

- Failing 1 class at the weekly check
- Earning less than a 1.5 GPA at the conclusion of a marking period

The probation may be extended for a longer period, if necessary, in order for a student to improve the grade to a passing grade or improve the GPA to a 1.5 or better. If a student fails to improve his/her grade to passing status within a two (2) week probation period, he or she becomes ineligible for a minimum of one week (7 calendar days) and on a weekly basis thereafter, until the failing grade is sufficiently improved.

Eligibility Exclusion:

During the marking period:

A student who is **failing two (2) or more classes** at any eligibility check becomes ineligible to participate for a **minimum of one week (7 days) beginning the Monday following notification**. Eligibility is reinstated at such time that the grades in **all** of the failing classes are improved to passing status.

NOTE: Weighted grades are not intended to be used to determine borderline academic eligibility. A student earning an E in a weighted course is **not** considered to have earned a passing grade.

At the end of each semester:

A student who fails to maintain a **minimum 1.5 semester GPA** or **has failed two or more classes** becomes ineligible to participate in the extra/co-curricular activities for the **first 10% of the current or upcoming season**. After that time, student will be reinstated upon passing all classes.

Monitoring Eligibility:

Weekly eligibility checks for poor and/or failing grades are monitored by Athletic Directors, coaches, and extra/co-curricular activity sponsors.

High School Areas Included:

Interscholastic athletics, student government, drama/musical productions, debate/forensics, all formally recognized clubs, and music performances or activities not required for credit.

PARTICIPATION IN EXTRA/CO-CURRICULAR ACTIVITIES: STUDENT DISCIPLINE

When a student is unable to conduct him/herself in an appropriate manner, disciplinary action in the form of an in-school or out-of-school suspension may be taken. **A student on suspension will not be able to participate in extra/co-curricular activities of any kind during the dates of the suspension. There is a loss of all social privileges.**

**RULE FOR STUDENTS PARTICIPATING IN EXTRA/CO-CURRICULAR
ACTIVITIES IN RELATIONSHIP TO THE USE OF
MOOD-ALTERING CHEMICALS**

The Portage Public Schools recognize that the use of mood-altering substances is a significant health problem for many adolescents, resulting in negative effects on behavior, on learning, and on the total development of each individual. The use of mood-altering substances also affects extra/co-curricular participation and the development of related skills. Therefore, the Portage Schools have developed specific rules and administrative guidelines relating to this area.

Rule

With regard to any controlled substance, regardless of the quantity, a student shall not: consume; have in his or her possession; be in the presence of underage consumption or possession; transfer (buy, sell, give away, or receive) or be an accomplice to a transfer or consumption of any controlled substance.

This includes possession / use of tobacco or nicotine in any form (including look-alikes and vaporizers), or possession of any related paraphernalia (pipes, vaporizers, lighters, matches, rolling papers, etc.).

The school's expectation for any student who encounters controlled substances at a student gathering is to leave the gathering as soon as possible.

This expectation applies to the entire calendar year and includes incidents reported under PA-102 or otherwise brought to the school's attention. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's personal medical use by his/her doctor. It is, however, the responsibility of the student to notify his or her coach that (s)he is taking such a medication.

Steroids

The Portage Public Schools adheres to the Michigan Compiled Laws regarding steroid usage, possession and delivery and will report any violators of the law to appropriate law enforcement agencies. This report will be made in addition to any consequences imposed by school officials. A *Public Health Code* summary follows:

USE - A person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the Public Health Code, Act No. 368 of the Public Acts of 1978, being section 17766a of the Michigan Compiled Laws is guilty of a misdemeanor, punishable by imprisonment for not more than 90 days, or a fine of not more than \$100.00, or both.

POSSESSION – A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than 90 days, or a fine of not more than \$100.00, or both. A second or subsequent violation is a felony, punishable by imprisonment for not more than 4 years, or a fine of not more than \$2,000.00, or both.

DELIVERY – A person who knowingly delivers or knowingly possesses with intent to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a felony, punishable by imprisonment for not more than 7 years, or a fine of not more than \$5,000.00, or both.

***Extra/Co-curricular Activities Affected by the Rule
Consequences for Infractions of the Rule
(Controlled substances, look-alikes, related and paraphernalia, steroids)***

First Violation

The student shall lose eligibility for participation in 20% of that area's originally scheduled contests/performances or 20% of the season, whichever is greater. The exclusion shall be consecutive, starting with the first scheduled event. The student must also meet with an administrator or designee of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program. As is the case for some extracurricular activities, if said season is less than 5 public and/or interscholastic events, then the student will lose eligibility for one complete event. If the student participates in more than one eligible activity concurrently, the percent loss of eligibility shall be split evenly between all activities.

Second Violation

The student shall lose eligibility for participation in 50% of that area's originally scheduled contests/performances or 50% of the season, whichever is greater. The exclusion shall be consecutive, starting with the first scheduled event. The student must also meet with an administrator or designee of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program. If the student participates in more than one eligible activity concurrently, the percent loss of eligibility shall be split evenly between all activities.

Third & Subsequent Violations

The student shall lose eligibility for participation in all athletic/extra-curricular areas for one calendar year. If after the third or subsequent violations, the student, of his/her own volition, becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in athletic/extra-curricular activities after an ineligibility period matching the penalty designated for a second violation.

Penalties shall be cumulative, beginning with and throughout the student's participation in an extra/co-curricular area for four years. Should there be multiple violations, the greater penalty will apply. Penalties which cannot be fully served during a participated-in season will carry over to future participation in eligible activities which the student has served in during the previous year. (Under extenuating circumstances, the discretion of the building administrator may be used in determining an area in which a student may finish serving his/her penalties.)

ATHLETIC/EXTRA-CURRICULAR DISCIPLINARY APPEAL PROCESS

Students, parent(s)/guardian(s) have the right to appeal disciplinary decisions. Students, parents/guardians should notify the coach, extra-curricular advisor, Athletic Director or assistant principal of intent to appeal. In the event of a suspension, a student may be required to serve the suspension while an appeal is in process. The order of appeal is as follows:

1. Within one working day of notification of discipline, the parent/guardian must notify the principal or designee of his/her intent to appeal the decision. The principal or designee has three (3) working days from receipt of the written appeal in which to respond to the appeal.
2. If the parent/guardian wishes to appeal the principal's decision, (s)he has five (5) working days with which to notify the Assistant Superintendent of Instruction and Assessment. He/she has five (5) working days in which to respond to the appeal.
3. The Assistant Superintendent of Instruction and Assessment is the final step in the appeal process.

Subject: GRADING AND REPORTING: High School Level

The Portage Public Schools have long recognized that the search for excellence is not achieved by accident, but rather through consistent recognition of the District’s mission of teaching and learning. The direction of the Portage Public Schools is founded on the principle that all students can learn. This end can be achieved through active and responsible partnerships developed with students and parents.

Scholastic Grade Determination

The purpose of grading in the Portage Public Schools is to assess and report K-Adult student academic achievement with respect to mastery of predetermined, clearly defined District standards, while separately assessing and reporting behavior. The professional judgment of individual teachers is essential in the evaluation process. Additionally, a common District assessment system has been established to provide a consistent framework for the development of a set range of grades, a procedure for determining grades, and a schedule for reporting student achievement.

The teacher will assign for any given piece of work, (or category of work) a numerical value proportionate to the importance of the assignment, quiz, or test concerned as well as the total points for that marking period. Each student’s individual scores will be recorded in the teacher’s class record. The scores representing the maximum level of achievement expected are also to be recorded. Credit for “effort” should not be included at this time.

Sufficient assignments must be given during each nine-week marking period so that a true picture of a student’s achievement is obtained. In fairness to the student, there should be an average of at least one mark per week, unless exceptions are authorized by the building administrator. The teacher should also attempt to design the number and/or relative point value of assignments in order to achieve an approximate balance of points among each of the marking periods.

To Calculate the Unweighted Grade for Marking Periods

Each student’s marking period grade will be calculated as the sum of the percentage scores for each grading category multiplied by the weight for that category.

The following percentage scale applies.

100 – 91.5 =	A	81.4 – 79.5 =	B-	69.4 – 67.5 =	D+
91.4 – 89.5 =	A-	79.4 – 77.5 =	C+	67.4 – 61.5 =	D
89.4 – 87.5 =	B+	77.4 – 71.5 =	C	61.4 – 59.5 =	D-
87.4 – 81.5 =	B	71.4 – 69.5 =	C-	59.4 – 0 =	E

Grades will be rounded up only to the tenth place during this calculation. Students will only earn a passing grade for a marking period if they achieve at or above 59.45%, which rounds to 59.5 %.

To Calculate Final Semester Grades

The following method is to be used to determine a student’s semester cumulative grade:

1. To receive credit toward graduation, each semester a student must take the exam and receive a passing grade in two of three grading components (1st marking period, 2nd marking period, and semester exam). A student who does not take the exam or pass two of three components shall receive a semester grade of an E.

- With the exception of Seminar and support classes, a culminating, semester written or oral examination or project will be given to all students and the value of such an examination or project is to be counted as 1/5 of the final semester grade. Instructional staff may use District culminating activity assessments in place of final semester exams. In unique circumstances, a student may be exempt from taking such an examination or completing such a project with the advance, written permission of the building principal.
- The final grades for each of the marking periods, the grade earned on the final semester examination, project, or District culminating activity assessment shall be averaged as shown below in determining a student's final semester mark.
- The following grade values are assigned to the letter grades:

Grade Values for Averaging Marking Periods

A	=	4.00	B-	=	2.70	D+	=	1.30
A-	=	3.70	C+	=	2.30	D	=	1.00
B+	=	3.30	C	=	2.00	D-	=	0.70
B	=	3.00	C-	=	1.70	E	=	0.00

The final semester grade is based on a composite of the two marking periods' grades and the final examination/culminating assessment/project. Each marking period is worth 40%, and the semester exam/project or District culminating activity assessment is worth 20%. To achieve this computation double the grade point value for each of the 2 marking period grades, add those values together and then add in the grade point value for the semester final exam, project or District Culminating Activity assessment without doubling. Take this final value and divide by 5. An example of this computation process follows:

Semester Final Grade Computation

	Grade	<u>Point Value</u>	x	Factor	=	<u>Final Point Value</u>	
1 st Marking Period	C+	2.3	x	2	=	4.6	
2 nd Marking Period	A	4.0	x	2	=	8.0	
Semester Exam/Project	A-	3.7	x	1	=	3.7	-OR-
Culminating Activity				_____		_____	
						16.3	/ 5 = 3.26

The sum of the Final Grade Point Value is 16.3. This value divided by 5 = 3.26, the final grade value.

Use the following chart to convert 3.26 to the Final Semester Grade of B+.

Unweighted Grade Value Range for Final Semester Grades

<u>Grade Value Range Semester Grade Computation</u>	<u>Final Semester Grade</u>	<u>Grade Value Range Semester Grade Computation</u>	<u>Final Semester Grade</u>	<u>Grade Value Range Semester Grade Computation</u>	<u>Final Semester Grade</u>
3.71 – 4.00	A	2.50 – 2.84	B-	1.15 – 1.49	D+
3.50 – 3.70	A-	2.15 – 2.49	C+	0.85 – 1.14	D
3.15 – 3.49	B+	1.85 – 2.14	C	0.60 – 0.84	D-
2.85 – 3.14	B	1.50 – 1.84	C-	0.00 – 0.59	E

Weighted Grade Values

For various purposes, including student Grade Point Averages, class rank, various awards, and as criteria for National Honor Society membership, the district shall calculate weighted grades for high school courses designated by the District based on the content and rigor of the course. Weighted grade courses are identified in the High School Program of Studies. Weighted grade values, in addition to students' actual grade values, shall appear on their official high school transcripts.

The weighted grade values are determined from the letter grade. The weighted grade values are as follows:

<u>Final Semester Grade</u>	<u>Grade Value: Weighted GPA</u>	<u>Final Semester Grade</u>	<u>Grade Value: Weighted GPA</u>	<u>Final Semester Grade</u>	<u>Grade Value: Weighted GPA</u>
A	5.0	B-	3.7	D+	2.3
A-	4.7	C+	3.3	D	2.0
B+	4.3	C	3.0	D-	1.7
B	4.0	C-	2.7	E	Always 0

Criteria for determining weighted grade courses in the high school:

1. A weighted course must be an extension* of the curriculum, not just an acceleration** of the curriculum, and/or
2. Must be capable of receiving college credit, and/or
3. Must be a post-secondary enrollment course, as defined by the State of Michigan, taken at a junior college, college, university, or articulated program of study for a post-secondary program (EFE/EFA) that may not offered at the high school site, and/or
4. Must not be an independent study course.

* Extension = a course in which the content exceeds the content determined as "proficient" for the general student body. (e.g., an honors, Advanced Placement, or International Baccalaureate course)

** Acceleration = an upper-grade course taken by a student in a lower grade or a course taken in a smaller time period, e.g., a 10th grader taking an 11th grade course, or a year-long course completed in a semester.

Transcripts

Students are entitled to only two official transcripts without charge. For other transcripts, a charge will be made.

Transcripts will feature a side-by-side calculation of a student's GPA and class ranking. This means that a student's GPA and class ranking will be represented in two ways: unweighted and weighted.

The unweighted calculation will represent a student's GPA and class ranking without additional grade value for designated honors, AP, or other high ability courses.

The weighted calculation will represent a student's GPA and class ranking with additional grade value for designated honors, AP, or other high ability courses the student has taken.

Colleges and universities are then free to select either the weighted or unweighted computation in considering a student's applications.

High school courses taken in middle school do not impact the GPA - both weighted and unweighted. They do appear on the transcript and if they are honors an indicator is included. Credit is granted towards required courses. However, such credit may not be used to satisfy the 26 credits required for graduation. Grades from these courses will be recorded on the transcript consistent with this handbook.

Optional Method for Semester Grade Computation

When a single marking period has significantly less opportunity for assessment (for instance, an IB or AP course that has testing early in May) a teacher may elect the following method to compute semester final grade. Intention to use this method should be noted in the class syllabus. This computation method considers the two separate marking periods as a single marking period worth 80% of the final grade. (a combination of the two marking periods weights.) The teacher shall override the final grade using this computation method.

Special Considerations

In special consideration of students of a low academic ability who are putting forth full effort but still failing, an "effort" grade of D- may be granted. The adjustment to a D- should not exceed 20% of the points for the marking period. The final semester grade given is to be no higher than a D-.

Pilot Programs

As a pilot program, Portage Community High School may maintain grading procedures designed to fit their program needs. The Community High School grading procedures are defined within the *Community High School Student Handbook*. Additional modifications to the grading administrative guidelines can be made with the prior permission of the Community Education Administrator and will be reflected in course syllabus.

Grading of Off-Campus Courses

Students attending off-campus courses, e.g., *Kalamazoo Area Math/Science Center, Western Michigan University ATYP Programs, vocational and arts consortium (E.F.E. and E.F.A.) courses, or college or university level courses* are subject to the grading practices of those institutions including pass/fail practices. A grade achieved in an off-campus course is reported to the appropriate Portage high school and becomes a factor in a student's cumulative grade point average (GPA) only when taken during the high school years.

Pass/Fail Grading

In addition to High School Seminar Class, students, with written parental approval, may decide that grading in one specified class per semester be on a pass/fail basis. Students choosing this option must apply not later than the third Friday of chosen semester. The determination of either a "pass" or a "fail" is subject to the computation methods as detailed in this administrative guideline. Students enrolled in a Seminar Class can only receive a "pass" or a "fail" (no incompletes). Students seeking more information regarding pass/fail grading should refer questions to their building principal or their counselor.

Citizenship and Absences

In addition to the scholarship grade, teachers are expected to mark both citizenship and class absences on report cards. Citizenship is determined and is recorded through the use of the following rating scale:

Outstanding (O); Satisfactory (S); Needs Improvement (N), and Unsatisfactory (U).

Classroom absences recorded on a student's report card are the total times absent during a marking period regardless of the reason. The absences marked on a report card reflect a student's excused absences, unexcused absences, administrative absences, and non-totally absences.

Class Assignments

Homework assignments are to be considered as preparation for daily work. The teacher's professional judgment is to be exercised concerning the awarding of points or the number of points to be assigned for such work.

All written work included in the percentage grade is to be returned to students in a timely fashion so that there is awareness as to their standing. It is expected that the total score possible for the maximum level of achievement expected for each assignment is also given, thus providing a means by which students can judge their performance.

Enrichment Assignments

Any enrichment assignments offered to students by a teacher must be a planned element in the design of the course. The purpose of enrichment assignments is to reinforce or enrich key concepts being taught in the course. These enrichment assignments are to be made available to all students in the class and are to be uniformly graded. If a student's points earned through enrichment assignments result in an accumulated percentage over 100%, the student's grade will be reported as an "A" on his or her report card.

Make-Up Work

It is the responsibility of students to make arrangements upon the first day back to class after an absence regarding assignments missed during a period of absence. A student's make-up work may not be due any earlier than the day after a student returns to class, unless the student's first day of absence occurs on a date on which a graded assessment (e.g. test, quiz, project, presentation, report, oral exam, etc.) had been previously scheduled or unless the absence was a pre-arranged absence, including pre-arranged excused (E), administrative (D), or non-totalling (N) absences. In these cases, unless other arrangements are made by the student's teacher, all assignments missed during pre-arranged absences are due on the first day of return to school.

In addition, certain long-term graded assessments may have non-negotiable due dates. The inclusion of any non-negotiable due dates will be noted in the class syllabus and students will be given sufficient advance notice of the specific due dates.

Arrangements to make up work should be granted with consideration of the reasons for and the length of the period of absence. Parents or guardians share responsibility to ensure that students complete the make-up assignments in a timely fashion.

Students with absences should communicate directly with their teachers via phone or email to obtain missing assignments.

A student on suspension is required to make up all missed assignments or their equivalent as determined by each of the student's teachers. The building principal may require a suspended student to complete the work while serving suspension. If this is not the case, it is the student's responsibility to make arrangements with each of his or

her teachers to make up work upon the first day back to class. Failure to do so, or failure to complete the assignments within the time frame designated by the student's teacher(s), will result in loss of credit for the work. When the disciplinary action is related to truancy, the opportunity for make-up credit may be denied.

Use of "Incomplete"

If a student for extenuating and excusable circumstances fails to complete assignments required for a grading period, a teacher should mark the student's report card with an "I" (Incomplete). It is the student's responsibility to make arrangements with their teacher to complete missing work within a reasonable amount of time, as determined by the teacher, not to exceed six weeks. Work that has not been made up within the determined time frame following the issuance of the report card during the school year or extending into the summer vacation break if necessary will automatically be recorded as "0" (Zero). A zero is always an "E" letter grade. Teachers are responsible for changing the temporary grade of "I" to the appropriate official final grade for the marking period or semester. The use of the Incomplete does not apply to the High School Seminar Class or to any pass/fail class.

To Report Academic Standards and Student Achievement

Within the first week of each semester, all teachers in the Portage Schools will provide to their students, in writing, course expectations and grading procedures. Such expectations and procedures will be made available to parents upon request.

The status of students' academic progress and citizenship will be communicated to students and to parents in the following ways:

- * Mid-marking period the school will notify in writing the parents or guardians of any student who is earning below a (C-) in any class.
- * Report cards will be issued at the end of each marking period.
- * Parent-teacher conferences will be held twice each year. Additional conferences may be held individually as warranted, at either the teacher's or the parents'/guardian's request, anytime throughout the year.
- * The Skyward Portal is available to parents after the first three weeks of each school year.

COMPUTER USAGE, INTERNET ACCESS, and ACCEPTABLE USE AGREEMENT

Subject: ACCEPTABLE USE AGREEMENT PPSNet Educational Network Acceptable Use Agreement

This agreement covers access to and the use of PPSNet and Internet Services through network connections.

Portage Public Schools Network (PPSNet) is offering staff and students in our school district accounts to access the educational network which is coordinated through a complex association of governmental agencies, regional and statewide networks. This document contains the terms and conditions of use that an employee and/or student agrees to follow when using PPSNet. This agreement may be modified by Portage Public Schools (PPS) at any time with notice to the user.

Terms and Conditions

Purpose and Acceptable Use

1. PPS established the PPSNet for limited purpose. Use of any account must be in support of Education, research, and consistent with the educational and business objectives of PPS. The Superintendent of PPS and his/her designees may at any time make determinations that particular uses are or are not consistent with the purpose of PPSNet.

The term "educational purpose" includes classroom and work activities, career development activities to develop skills in technology and limited, high-quality, self-discovery activities.

2. PPSNet has not been established as a public access server or a public forum. PPS retains the right to place reasonable restrictions on the materials users access or post through PPSNet. In addition, users are expected to abide by the rules set forth in their school's or district's policies, and all applicable laws and administrative guidelines when using PPSNet.
3. Users may express opinions on political issues. However, PPS prohibits the use of PPSNet for political lobbying.
4. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other than data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.
5. Users must respect the legal protection provided by copyright and license to programs and data.
6. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
7. Users must monitor email on a regular basis (at least once a week) and delete mail from the personal mail directory to avoid excessive use of the file server hard disk system.
8. Users are responsible for maintaining the integrity of the electronic mail system, which includes reporting all violations of privacy to PPSNet. The user is responsible for making sure all email sent or received by him/her does not contain pornographic or indecent material, copyrighted material, inappropriate information or any other information which may be potentially threatening or dangerous to others in PPSNet.
9. Users who can identify a security problem on the PPSNet must notify the PPS Technology Department and not demonstrate the problem to others.
10. Web Pages: Refer to PPS administrative guidelines regarding website information and images.

Unacceptable Use

1. PPS prohibits the use of PPSNet for commercial or for-profit purposes. This means that users shall not offer, or provide products or services through PPSNet. Users may purchase personal products or services that are lawful. The user

agrees to be fully responsible for any financial obligations arising from purchases via PPSNet. The user agrees to hereby release PPS, their personnel, and any institution affiliated with them from any and all liability arising out of, or in any way connected to, any purchase by the user including, but not limited to, purchase(s) made by user which are related to the official business of the user's educational institution, personal, or unauthorized purchases.

2. Use of obscene, profane, lewd, abusive, threatening, discriminatory or harassing language is prohibited on PPSNet. This prohibition applies to public messages, private messages, and material posted on web pages.
3. Users shall not engage in any unlawful activity over PPSNet.
4. PPS prohibits the use of PPSNet to access or post pornographic materials, indecent material, or inappropriate information. It is the users responsibility to insure that such material is not accessed or posted.
5. Users agree to not knowingly or recklessly post false or defamatory information about a person or organization.
6. Plagiarism and copyright infringement is prohibited. Users shall not take ideas or writings of others and present them as if they were their own. Also, users shall not inappropriately or illegally reproduce on PPSNet as a work protected by copyright. Respect the rights of copyright holders.
7. Users agree to not intentionally attempt to disrupt PPSNet or destroy data accessible through PPSNet by spreading computer viruses or by any other means.
8. Posting chain letters on PPSNet is prohibited.
9. Users shall not bombard other users with email messages or send annoying messages to other persons or organizations on PPSNet.
10. Users shall not forge (spoof) electronic mail messages or IP addresses.
11. PPSNet prohibits the sharing of user names and passwords. Users must not let anyone else use their user name or password.

Liability

PPS makes no warranties or assurances of any kind, whether expressed and/or implied, for the service it is providing, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by PPS negligence or users' errors or omissions. PPS does not guarantee nor is in any way responsible for the accuracy or quality of information obtained through PPSNet. Use of any information obtained via PPSNet is at the user's own risk. PPS is not responsible for any damage users suffer, nor responsible for financial obligations arising from the unauthorized use of PPSNet to purchase personal product(s) or service(s) for his/her employer.

Rights and Violations

1. Users should expect only limited privacy in the contents of personal files on PPSNet. PPS makes no guarantees of any kind, expressed or implied, regarding the privacy of electronic mail or any other telecommunications transmitted or received over PPSNet, a monitored telecommunications network. Routine maintenance and monitoring of PPSNet may lead to the discovery that a user has violated this agreement, policies of his/her educational institution and/or the law.

2. If there is reasonable suspicion that the user has violated this agreement, PPS policies or procedures, or the law, PPS will conduct a search of individual user files. This search and investigation will be reasonable and related to the suspected violation.
3. In the event there is a suspected violation of this agreement, PPS policies or procedures, or the law, the user will be provided with notice and an opportunity to be heard before the user's access is suspended or terminated. In addition, improper use of PPSNet may also lead to further disciplinary action consistent with the user's educational institution's policies and procedures.
4. A user's access to PPSNet may be suspended or terminated for a violation of this agreement. If the user's account privileges are terminated, PPS will not refund any use fee or portion thereof. Users shall not use PPSNet while access privileges are suspended or revoked.

Subject: INTERNET FILTERING

The District offers its students and faculty access to the Internet as an educational resource. Because the Internet is a fluid, global network outside District control, no guarantee can be made that information retrieved from the Internet is accurate or meets the criteria set forth in other policies and administrative guidelines regarding appropriate content of District materials.

The District shall filter incoming Internet data/audio/visual material to exclude content not appropriate to the learning and research activities of students, including, but not limited to, visual descriptions that are: (1) obscene; (2) child pornographic; or, (3) harmful to minors. The District's guidelines for determining the appropriateness of other instructional materials shall be applied to Internet content.

CIVIL RIGHTS LEGISLATION

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program receiving Federal financial assistance." (34 CFR, §103.3)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

"No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." (34CFR, § 106)

Title IX of the Education Amendments of 1972, as amended, is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in part 106.

SECTION 504 OF THE REHABILITATION ACT OF 1973

"No otherwise-qualified individual with a disability in the United States shall, solely by reason of her or his disability, as defined in section 706(8) of this title, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." (29 U.S.C. §794 (b))

Part 104 of 34 CFR effectuates Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability. On October 29, 1992, the Rehabilitation Act Amendments of 1992 had three significant consequences relative to Section 504: (1) the term "disability" replaced the term "handicap", (2) certain conditions were explicitly excluded from the definition of "disability", and (3) complaints alleging employment discrimination under Section 504 were to be judged by the standards of Title I of the Americans with Disabilities Act (ADA).

AGE DISCRIMINATION ACT OF 1975

"No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
(§110.10(a))

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

"No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity." (§35.130)

LIMITED ENGLISH SKILLS

"No person shall, on the basis of limited English skills, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

GRIEVANCE PROCEDURE

For

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1973

SECTION 504 OF THE REHABILITATION ACT OF 1973

AGE DISCRIMINATION ACT OF 1975

Section I

Any person believing that the Portage Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

District Legal Counsel
c/o the Superintendent's Office
Portage Public Schools
8107 Mustang Dr.
Portage, MI 49002
(269) 323-5148

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory regulation may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

ATHLETIC HANDBOOK

Statement of Philosophy

Provided by the Board of Education, the interscholastic athletic program in the Portage Public Schools offers a wide range of voluntary athletic activities to both young men and young women at the middle and senior high school levels. To be able to represent Portage and its schools is a privilege afforded by the Board of Education only to those athletes who have earned the opportunity to do so.

The program has as its main objectives the physical, mental, emotional, and social development of the athlete. To foster these objectives, the Board of Education feels that personal rules of conduct for the athlete are essential. Participants must develop and maintain habits of personal behavior and hygiene that will enable them to perform well, to minimize the risk of personal injury, and to represent themselves in a manner that merits the respect of both the school and the community.

Participation of Athletes in Sports

1. Each student is free to make his/her own selection of the sports in which he/she wishes to participate.
2. Each coach has the right and the responsibility to select his/her own squad personnel and to make substitutions as he/she sees the need.
3. Each coach has the right and responsibility to drop members from his/her squad. Such action may result because of such reasons as: lack of physical, mental or moral fitness; lack of sufficient application to work; lack of cooperation with the team or coach; and failure to observe training rules/administrative guidelines.
4. Athletes will be expected to remain a squad member for the full season. When an athlete begins a season and dresses for the first contest in that sport, and then decides to drop that sport, participation will not be allowed in the next sport until completion of the original season. In order to receive an award, athletes shall maintain squad membership even past the last scheduled contest by returning equipment, attending all squad meetings, maintaining Personal Rules of Conduct for Athletes in the Portage Public Schools and attending the Sports Award Program.
5. Coaches in all sports are at liberty to advise and instruct individuals at any time during the year, consistent with regulations of the M.H.S.A.A. and the Portage Public Schools administrative guidelines.
6. In a rare case, it may be reasonable and proper to refuse to accept a candidate for a sport. In such instance, the case is to be reviewed by the principal, the athletic director, and the involved coach.
7. If it is necessary for an athlete to be absent from a practice session, he/she must notify his/her coach prior to the practice time.
8. Basic equipment and uniforms for participation in athletics (except for shoes and other personal items) will be provided by the athletic program.

Requirements for Participation

Remember that as an athlete you are not eligible to participate in any sport until the following items have been completed:

1. Physical examination completed and card turned in to the Athletic Office.
2. All eligibility requirements have been satisfied.
3. Emergency treatment release card is on file with trainer.
4. Training administrative guideline contract is on file in the Athletic Office.
5. Insurance information is on file in Athletic Office.
6. Full day of attendance on day of games.

Important Information on Insurance and Athletics

The Portage Public Schools does not provide any type of health or accident insurance for injuries incurred by your child while participating in interscholastic athletics. It is your responsibility to pay, either through insurance coverage or personally, for all medical/surgical expenses related to your son's/daughter's participation in interscholastic athletics.

It is very important that you review your personal health or accident insurance regulation for adequate coverage.

The **District requires** that some type of personal insurance be in place for each participant. The coverage levels of such regulation are the responsibility of the parent/legal guardian. The District offers, through an independent insurance company, an insurance regulation that provides minimal coverage should you not have any personal insurance. If you have insurance, you may also want to consider this regulation to supplement your own primary health insurance. Contact your Athletic Office for details.

ATHLETE RESPONSILITIES

Of a Portage School Athlete

Being a member of a Portage School athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of a Portage School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won All-State and All-Conference honors.

It will not be easy to contribute to such a great athletic tradition. To compete for your school may mean that you will have to say “no” to influences an athlete cannot afford. When you wear the colors of your school, we assume that you not only understand our traditions but also are willing to assume the responsibility that goes with them. The contributions you make should be a satisfying accomplishment to you and your family.

To Yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your secondary school experiences. Your studies, your participation in other extra/co-curricular activities as well as in sports, prepare you for your life as an adult.

To Your School

Another responsibility you assume as a squad member is to your school. The Portage Public Schools cannot maintain its position of having an outstanding program unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute greatly to your school spirit and community pride. Make Portage proud of you and your community proud of your school, by your faithful exemplification of these behaviors.

To Others

As a squad member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all the training rules, that you have practiced to the best of your ability every day, and that you have played the game “all out”, you can keep your self-respect and your family can be justly proud of you.

The youngest students in the Portage Public Schools are watching you. They will copy you in many ways. Set good examples for them so their athletic experiences may have a positive effect on them just as you expect to gain from your participation in athletics.

Specific Responsibilities of Athletes

Athletes are in school first for an education. Moreover, an interscholastic athletic program has a proper place in Portage Public Schools only when it is an educational function. The values of athletics are many. However, it is not always easy to contribute to a great athletic tradition. To compete for one's school may mean having to say "no" to influences that an athlete cannot afford. To get the most out of athletic competition, athletes must be aware of assuming certain responsibilities, namely:

- Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for the other person and his/her abilities.
- Maintaining academic and eligibility standards.
- Showing respect for both authority and property.
- Learning to attain physical fitness through good health habits.
- Learning the spirit of hard work and sacrifice.
- Desiring to excel.
- Return of all equipment issued at end of season. [Non-participation at next level if return or restitution has not been made.]

ATHLETIC PROGRAM RESPONSIBILITIES

The Superintendent of Schools

The Superintendent is responsible for all athletic activities of the school system. At the discretion of the Superintendent, certain duties related to the administration of the athletic program may be delegated. Mutual cooperation shall be of paramount importance in order to carry out programs that are based on sound educational philosophy.

The Assistant Superintendent of Instruction and Assessment

The Assistant Superintendent of Instruction and Assessment shall serve as the Superintendent's liaison to the district's high school athletic program. The principals shall report directly to the Assistant Superintendent of Instruction and Assessment regarding all issues involved with the administration of the athletic program.

The Principal

The Principal is responsible for the overall administration, personnel evaluation and supervision of athletic activities for that building, but authority to act may be delegated to another administration representative of the school. The Principal's duties include those delegated by the Superintendent such as compliance with the provisions of this handbook and with the MHSAA handbook.

The Assistant Principal/Athletic Director

The Assistant Principal/Athletic Director acts as the Principal's representative for interscholastic athletic or intramural activities and as liaison between the Principal and coaching staff in matters of administrative guidelines, philosophy, and assignment of coaching personnel.

The Assistant Principal / Athletic Director shall:

1. Be responsible to the building principal.
2. Supervise and coordinate the interscholastic and/or intramural athletic program.
3. Serve in an advisory and assisting role to the Assistant Superintendent of Instruction, secondary principals, and the athletic department.

4. Coordinate such system-wide athletic programs, activities, and related procedures as shall be designated by the building principal within the policies and regulations previously approved by the appropriate authorities.

THE COACHES' RESPONSIBILITIES

1. **To the Players on the Team**

Coaches should have an understanding of how growth and development occurs in students and incorporate that information in their coaching. They should also recognize the role that athletics has in supporting the educational process of students. The safety and welfare of players should always be uppermost in the coaches' minds.

2. **To the School District and Community**

Coaches should recognize that they are district representatives and should represent the district in a positive manner. They must constantly strive for excellence in all areas of their school. Coaches must treat the faculty, the players, and the general student body with the same honor and respect that they desire be shown to them. Private, firm, fair, and consistent discipline must be maintained.

The work of coaches must be an integral part of the educational program of the school. Coaches should show mastery of the principles of education and consequent improvement in teaching and coaching.

Coaches should give support to all endorsed activities of the school. At every opportunity coaches should urge the student body to be polite, courteous, and fair to the visiting team.

Coaches have responsibility to the community and parents by keeping parents and players informed of clearly stated expectations for behaviors and rules. Reasonable practice times should be established and clearly communicated to parents or guardians in a timely fashion.

3. **Student/Parental Concerns, Questions, or Complaints**

Concerns, questions, or complaints from an athlete and/or their parent should be directed to the coach of the sport by requesting a meeting with the coach. Issues not satisfactorily resolved, as a consequence of this meeting should be directed to the Athletic Director. If the issue cannot be satisfactorily resolved, the issue should be directed to each level of administration, as necessary, up to the appropriate central office-level director.

ACADEMIC ELIGIBILITY REQUIREMENT

Being an athlete sets one aside from the rest of the student body. Athletes set the example in many areas of school life. This is particularly important as it relates to the elementary students of our district.

Athletes, on the average, receive higher grades than most other students. This has been proven true for many reasons including an athlete's increased awareness of the importance of school and school activities to his/her life. Students who excel in school activities also excel in the classroom.

Secondary students who want to participate in extra/co-curricular activities will need to meet specific academic standards set by the Board of Education. The academic eligibility standards set by the Board of Education are designed to encourage academic success as well as the development of self-concept, social skills, and citizenship. At both the middle and high school levels, the expectation is for students to pass all classes. **[Refer to "Participation in Extra/Co-curricular Activities: Academic Eligibility", page 44-46]**

Regulations governing high school eligibility as established by the Michigan High School Athletic Association apply to Portage Public School athletes by virtue of membership in that organization.

1. ENROLLMENT - To be eligible for interscholastic athletics, a student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.
2. AGE - A student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.
3. PHYSICAL EXAMINATIONS - No student for whom there is not on file in the offices of the superintendent or principal of the school a physician's statement for the current school year, certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests, shall be eligible to represent that high school.
4. SEMESTERS OF ENROLLMENT - A student who has been enrolled in grades nine to twelve, inclusive, for more than eight semesters shall not compete in any branch of athletics. The seventh and eighth semesters must be consecutive.

Enrollment in a school beyond the fourth Friday after Labor Day (1st Semester) or fourth Friday of February (2nd Semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this Rule.

5. SEMESTERS OF COMPETITION - A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters.
6. A student shall be limited to participation in only one sports season when that sport, leading to a state championship, is sponsored twice during the school year.
7. UNDERGRADUATE STANDING - A student who is a graduate of a regular four-year high school or who is a graduate of a secondary school that has the same requirements for graduation as a regular four-year high school shall not be eligible for interscholastic athletics. However, a student who satisfactorily completes the required number of credits for graduation in less than eight semesters shall not be barred from interscholastic athletic competition, while passing at least twenty (20) credit hours of undergraduate work, until the end of the eighth semester as far as the provisions of this Section are concerned.
8. PREVIOUS SEMESTER RECORD - No student who does not have to his or her credit on the books of the school represented, at least 66 percent of full credit load potential for a full-time student during a semester or trimester which he or she shall have been enrolled in grades nine through twelve, inclusive, shall compete in any athletic contest during any semester. Students who have not received 66 percent of full credit load potential for a full-time student in the previous academic term are ineligible from the day grades are reported at the term's end through the 60th scheduled school day, unless the deficiencies are made up.
9. Deficiencies, including incompletes, conditions, and failures from a previous semester may be made up during a subsequent semester, summer session, on-line courses, by correspondence, or by tutoring. Eligibility may be reinstated during the next semester when the school accepts the credit.

10. CURRENT SEMESTER RECORD - Academic eligibility checks of not more than ten weeks are required. If a student is not passing 66 percent of full credit load potential for a full-time student, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66 percent full credit load potential for a full-time student, that student is ineligible for competition until for not less than for the next Monday through Sunday, and so on until the student is passing at least 66 percent full credit load potential for a full-time student, from the start of the semester through the most recent eligibility check. (Portage Public Schools has adopted additional eligibility requirements which are outlined elsewhere in the handbook). In schools whose classes are approximately equal in length, "receiving credit" of "passing" 66 percent of a full credit load potential for a full-time student is defined here and throughout these regulations as meeting requirements of courses for which credit toward graduation would be granted by the school. The credit load potential will be the same for all students enrolled in the school represented. The minimum would be met for example by the following:
- Passing 3 of 4 classes
 - Passing 4 of 5 classes
 - Passing 4 of 6 classes
 - Passing 5 of 7 classes
 - Passing 6 of 8 classes
11. TRANSFERS - A student transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic contest for 1 full semester in the school to which the student transfers, or the student qualifies under one or more of the following exceptions:
- a) A student moves into a new public school district with the persons with whom he or she was living during his or her last school enrollment.
 - b) A student who has not been living with a parent or parents and moves into a new public school district to reside with his or her parents, the single parent if divorced or legally separated, or only living parent who already resides in that district or area.
 - c) A student is a ward of the court or state and is placed in a district or school service area by court order. Guardianship does not fulfill this requirement.
 - d) A foreign exchange student is placed in a district or school service area by a bona fide exchange program (as determined by the MHSAA).
 - e) A student marries and establishes a new residence in a new district or school service area.
 - f) A student transfers to another school because his or her school ceases to operate.
 - g) A student in attendance at a school designated by the governing body of that school as the result of reorganization, consolidation or annexation, or at the public school in the district where he or she resides.
 - h) A student from divorced or legally separated parents moves from one district into a new school district with or to one of those parents and the principal of each of the two schools involved signs the Education Transfer Form which certifies the reason for the move as it relates to the divorced/ separated parents. The transfer is permitted under this exception one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition.

- i) A student is transferred within a school system, for other than athletic purposes, as a result of the initiative and order of the Board of Education or the governing body of a private or parochial school system.
 - j) A student enters in the ninth grade of a four-year high school and has not been previously enrolled in the ninth grade.
 - k) A student completes the last grade available in the school system previously attended.
 - l) A student eighteen (18) years or older moves out of the school district or service area of the school he or she previously attended and into a new district or service area, without being accompanied by a parent or parents, and both principals sign the Educational Transfer Form certifying the transfer is in the best educational interest of the student. The transfer is permitted under this exception one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition.
 - m) A student becomes a bona fide boarding student of a boarding school, as defined in the school code, and the principal of each of the two schools involved signs the Educational Transfer Form. The transfer is permitted one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition.
 - n) A full semester is defined under this Regulation as one in which a transfer occurred not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester), or 90 school days from the date of enrollment in the receiving school for those requests approved by the Executive Committee.
 - o) The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. The offending school shall be placed on probation for one year and offending coach or coaches not be permitted to coach for a one year period.
 - p) A student whose name has been entered into an MHSAA meet or tournament is not eligible during the meet or tournament in the same sport in the same season at a second school, even if the student completes an otherwise legal transfer to the second school. In football, a student may not change schools after the sixth playing date that season and become eligible to compete in the football play-offs at the second school.
- 12. AWARDS - A student may accept, for participation in athletics, a symbolic or merchandise award that does not have a value or cost in excess of \$25.00.
 - 13. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.
 - 14. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events, if accepted in kind, are permitted under this Regulation.
 - 15. A student shall be ineligible under this Regulation if he/she accepts awards in violation of its provisions only in the following activities: Baseball, Basketball, Cross Country, Football, (11-man, 8-man, or 6-man), Golf, Gymnastics, Ice Hockey, Skiing, Soccer, Softball, Swimming, Tennis, Track, Volleyball, or Wrestling.

16. A student violating this Regulation shall be ineligible for interscholastic competition for a period of not less than one full semester from the date of the student's last violation.
17. A full semester is defined under this Regulation as one in which a violation occurs not later than the fourth Friday after Labor Day in the first semester, and the fourth Friday of February in the second semester. If the violation occurs after either date a student is ineligible for the balance of that semester and the succeeding semester.
18. AMATEUR PRACTICES - No student shall be eligible to represent his or her high school who: (1) has received money or other valuable consideration from any source for participating in athletics, sports, or games listed in Section B; (2) has received money or other valuable consideration for officiating in interscholastic athletic contests; or (3) has signed a professional athletic contract.
19. A student shall be ineligible under this Regulation if he or she violates its amateur provisions only in the following activities: Baseball, Basketball, Cross Country, Football (11-man, 8-man or 6-man), Golf, Gymnastics, Ice Hockey, Skiing, Soccer, Softball, Swimming, Tennis, Track, Volleyball, or Wrestling.
20. A student ineligible under this Regulation may not apply for reinstatement until the equivalent of one full school year of enrollment has elapsed following the date of his or her last violation.
21. LIMITED TEAM MEMBERSHIP - A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests/days of competition and maximum of the remainder of that school year. The following exceptions to this Regulation will apply:
 - a) Ice hockey and all individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice.
 - b) During a season an individual may participate in a maximum of two (2) individual sports meets or contests in that sport while not representing his or her school.
 - i) Points earned, weight established, times or records established shall not count toward any qualifying requirements for MHSAA meets or tournaments.
 - ii) Meets or tournaments entered under the above provisions shall not affect the number of games, contests, or days of competition specified for each school team and individual under Regulation II, Sections 10 and 11 of the *MHSAA Handbook, 2007-2008*.
 - c) A student shall not compete at any time in any sport under MHSAA jurisdiction in any of the following events:
 - i) "All-Star" contests, regardless of the method of selection.
 - ii) "All-Star" fund-raising events or similar exhibitions if they involve contestants other than the student's school.

- iii) Any event that is or purports to be a national high school championship, or the qualification thereto. Participation in such a contest by a high school student shall cause that student to become ineligible for all interscholastic athletics for a maximum period of one year of school enrollment from the date of the athlete's last violation of this Regulation.
- d) A student may participate as an individual at any time without loss of interscholastic eligibility:
 - i) As a member of a National Team, which is defined as one selected by the National Governing Body of the sport on a national qualification basis either through a defined selective process or actual tryouts for the purpose of international competition which requires the entries to officially represent their respective nations, although it is not necessary there be team scoring by nation; or
 - ii) In an Olympic Development Program, which is defined as one funded by the United States Olympic Committee and conducted or authorized by the National Governing Body of the sport involved.

Any inquiry related to Eligibility Standards will be heard by the building principal and/or the Athletic Director.

Conduct of an Athlete

The conduct of any athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

1. **ON THE FIELD** - In the area of athletic competition, a real athlete does not use profanity or illegal tactics, and learns fast that losing is part of the game and that you should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.
2. **IN THE CLASSROOM** - In the academic area, a good athlete becomes a good student. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for the students and faculty at all times. Horseplay and unnecessary boisterousness are not acceptable habits of behavior.

A healthy athlete should have a good attendance record. Never cut classes or school!

GROOMING AND DRESS ADMINISTRATIVE GUIDELINE

A member of an athletic team is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once a student has volunteered to be a member of a squad, he/she has made a choice to uphold certain standards expected of athletes in this community.

In order to further good sportsmanship, maintain good health habits, good performance, respect for rules and authority; establish leadership, team pride and discipline; eliminate disruptive influences, disturbances in the locker rooms, and the practice fields and gymnasiums or trips, the following grooming and dress rules will be adhered to by team members:

1. Only uniforms issued by the Athletic Department will be permitted to be worn for contests.
2. An athlete shall dress presentably at all times: on trips, at assemblies or at banquets.
3. The wearing or taking of Portage athletic uniforms and/or equipment without permission of the school authorities is not permitted.

OTHER REGULATIONS/ADMINISTRATIVE GUIDELINES GOVERNING ATHLETIC PARTICIPATION

1. **ATHLETES WILL BE EXPECTED TO REMAIN A SQUAD MEMBER FOR THE FULL SEASON.** – When an athlete begins a season and dresses for the first contest in that sport, and then decides to drop that sport, participation will not be allowed in the next sport until completion of the original season. In order to receive an award, athletes shall maintain squad membership even past the last scheduled contest by returning equipment, attending all squad meetings, maintaining Basic Training Rules of Conduct for Athletes in the Portage Public Schools, and attending the Sports Award Program.
2. **EQUIPMENT** – School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation. Athletes are to wear only department-approved equipment.
3. **MISSING PRACTICE** – An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be a good reason for missing practice or a game.
4. **TRAVEL** – All athletes must travel to and from out-of-town athletic contests in transportation provided by the Athletic Department unless the coach grants specific permission. Athletes will remain with their squad and under the supervision of a coach when attending away contests. All regular school bus rules will be followed when applicable including: (a) food, (b) noise, (c) remaining in seats, and (d) care and respect for equipment. Always dress appropriately and in good taste.
5. **COLLEGE RECRUITMENT ADMINISTRATIVE GUIDELINE** – In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the Athletic Department. Inform your coach of such a contact as soon as possible.
6. **CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES** – An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The Portage Public Schools offers the opportunity for a broad range of experiences in the area of extra/co-curricular activities. And to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise. Activities that are required as part of the curriculum take precedence without athletic consequence.

7. An athlete must work to his/her academic potential in his/her academic subjects. He/she must also display good school citizenship at all times. Disciplinary action taken by the school may be supplemented by additional disciplinary action by the Athletic Department.
8. A student is required to have a full day of attendance on the day of extra/curricular competitions, performances, events, practices/rehearsals and other activities unless an un-avoidable pre-arranged absence is approved by an administrator.
9. SUNDAY PRACTICES – Sunday practices should not be held for any sport.

CONCUSSIONS IN SPORTS AND PHYSICAL EDUCATION CLASSES
SOURCE: NATIONAL FEDERATION OF STATE HIGH SCHOOL
ASSOCIATIONS

1. **Introduction**

Concussions are a common problem in physical activities (including Athletics and Physical Education classes) and have the potential for serious complications if not managed correctly. Even what appears to a “minor ding or bell ringer” has the real risk of catastrophic results when an individual is returned to activity too soon. The medical literature and lay press are reporting instances of death from “second impact syndrome” when a second concussion occurs before the brain has recovered from the first one regardless of how mild both injuries may seem.

2. **What is a Concussion?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. A person does not have to lose consciousness (“knocked-out”) to suffer a concussion.

3. **Signs and symptoms of a concussion.**

Signs observed by parents, friends, teachers ...	Symptoms reported by individual
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
	Can't recall events after hit

4. **What should I do if I think my child has had a concussion?**

If a concussion is suspected, he or she must be immediately removed from the activity. Continuing to participate in physical activity after a concussion can lead to worsening symptoms, increased risk of further injury and even death. When in doubt, sit them out!

Individuals who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. Explain to the physician what has occurred and follow the physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

5. **When can an individual return to activity following a concussion?**

After suffering a concussion, no individual should return to activity on the same day. Once an individual no longer has symptoms of a concussion and is cleared to return to play by a health care professional, he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On the average the individual will complete one step each day. The return to play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full contact practice and training.

Step 5: Game play (for athletes).

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.

DEFINITION OF TERMS

1. COMMITTED is defined as the affirmative action by a student to become an athlete by virtue of going out for a sport. The date of commitment shall be deemed to be that of the first practice of the season of the first sport in which a student participates. Once an athlete has committed him/herself to a particular sport, the athlete shall be considered to be committed for the balance of his/her high school years and shall be required to adhere to all rules and administrative guidelines pertaining to athletics.
2. INELIGIBILITY is defined as being rendered unable to participate in the athletic competition for a specified or indefinite period of time.

FAST \$50 PROGRAM

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to check on your reward!*