

# **Portland Adult, Alternative, and Virtual Education Handbook**

**2021-2022**

**Portland Public Schools**



**1090 Ionia Road  
Portland, MI 48875**

**Phone: 517-647-2987  
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**Anthony Deardorff, Director  
[adeardorff@portlandk12.org](mailto:adeardorff@portlandk12.org)**

## Foreword

Welcome to Portland Adult, Alternative, and Virtual Education. We have a diverse selection of educational opportunities to help you reach your goals. We look forward to helping you get the quality education you deserve.

Please read this handbook and become acquainted with the policies and procedures of the school. It has been written to help students and their parents/guardians to become aware of and to understand the guidelines, policies and regulations which are in place at Portland Adult, Alternative, and Virtual Education. In the event that the handbook is ambiguous or conflicts with the official policies and administrative guidelines of the Board of Education and the Portland Public School District, the policies and guidelines will supersede the handbook. Students and parents are encouraged to take the time to read this handbook and discuss the information. Please do not hesitate to ask a school staff member if you have any questions regarding this information.

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

## Portland Adult and Community Education Mission Statement

*The mission of Portland Adult and Community Education is to provide a rewarding lifelong educational experience that will meet the needs of its students and will enable them to become independent, confident, and successful individuals.*

### OUR VISION

*Portland Adult and Community Education will provide and foster...*

*an educational opportunity for all students of varying aptitudes, social and economic standing, and individual circumstances.*

*a flexible, diverse environment, in which students are successful and can build self – esteem without sacrificing educational quality.*

*an atmosphere where students are a vital part of the educational process which will help each student to reach his or her highest level of achievement.*

*a sense of responsibility, accountability, and accomplishment that will bring out positive life changes.*

*students with leadership skills necessary to help them function in the community and workplace.*

*the coordinating of student educational efforts, leading to occupational competence for persons who desire to retrain or upgrade skills.*

# Portland Adult, Alternative, and Virtual Education

## 2021-2022 Parent Calendar



<b>September</b>	<b>13</b>	<b>First Day of School</b>
	<b>24</b>	<b>No School</b> - Staff Professional Development
<b>October</b>	<b>8</b>	<b>School A.M. Only</b> - Parent Teacher Conferences Afternoon
	<b>29</b>	<b>No School</b> - Staff Professional Development
<b>November</b>	<b>5</b>	<b>End of 1<sup>st</sup> Quarter</b>
	<b>8</b>	<b>No School</b> – Records Day
	<b>15</b>	<b>No School</b> - Staff Professional Development
	<b>24</b>	<b>No School</b> – Thanksgiving Break
	<b>29</b>	<b>School Resumes</b>
<b>December</b>	<b>17</b>	<b>No School</b> – Winter Break Begins
<b>January</b>	<b>3</b>	<b>School Resumes</b>
	<b>13</b>	<b>School A.M. Only</b> - Staff Professional Development in afternoon
	<b>17</b>	<b>No School</b> – MLK Day and Records Day
	<b>21</b>	<b>End of 1<sup>st</sup> Semester</b>
	<b>24</b>	<b>No School</b> – Records Day
<b>February</b>	<b>18</b>	<b>No School</b> - Staff Professional Development / Inclement Weather Reschedule Day
	<b>21</b>	<b>No School</b> - Presidents Day / Inclement Weather Reschedule Day
<b>March</b>	<b>4</b>	<b>No School</b> - Parent Teacher Conferences
	<b>18</b>	<b>End of 3<sup>rd</sup> Quarter</b>
	<b>21</b>	<b>No School</b> – Records Day
	<b>25</b>	<b>School A.M. Only</b> – Staff Professional Development in afternoon
<b>April</b>	<b>1</b>	<b>No School</b> – Spring Break Begins
	<b>11</b>	<b>School Resumes</b>
	<b>15</b>	<b>No School</b> - Good Friday
	<b>20</b>	<b>No Evening Classes</b>
	<b>21</b>	<b>No School</b> – Staff Professional Development (School will be in session of PD is cancelled)
	<b>22</b>	<b>No School</b> – Staff Professional Development (School will be in session of PD is cancelled)
<b>May</b>	<b>6</b>	<b>School A.M. Only</b> – Staff Professional Development in afternoon
	<b>13</b>	<b>Seniors Last Day</b>
	<b>20</b>	<b>Graduation 7:00 P.M.</b>
	<b>26</b>	<b>Last Day of School</b>

<b><u>School Day Schedule</u></b>	
Monday – Thursday	7:30 – 2:08
Friday	7:30 – 11:15
½ Day Schedule	7:30 – 11:15

**Important Portland School District Phone Numbers**

Portland Adult, Alternative, and Virtual Education	517-647-2987
Central Office/Superintendent's Office	517-647-4161
Food Service	517-647-2984
Bus Garage	517-647-2993
Oakwood Elementary	517-647-2991
Westwood Elementary	517-647-2989
Portland Middle School	517-647-2985
Portland High School	517-647-2981
HIT-Heartland's Institute of Technology	616-527-6540
Ionia County ISD	616-527-4900

**Board of Education**

Linda Hoxie-Green  
Patrick Duff  
Angela Shinaver  
Beth Goodman  
Brian Pohl  
Andrew Huhn  
Doug Logel

**Portland Public Schools Central Office Administration**

Gary Bond	Director of Operations
Sarah Dawson	Director of Special Education
William Heath	Superintendent
Justin Knull	Director of Instructional Technology
Simone Margraf	Director of Elementary Education
Julie Hartman	Director of Secondary Education
Derrick Stair	Director of Finance

**Portland Adult, Alternative, and Virtual Education staff**

Anthony Deardorff	Director
Karla Wittenbach	Administrative Assistant
Jess Bozung	Secretary
Deb Trierweiler	Clerical Assistant
Tracy Gibbs	Science
Margo Hazelman	Math
Kristin Klein	Math
Breezy Sandborn	Social Studies
Kim Treece	English, Art

## **Statement of Assurance**

Portland Public Schools Board of Education

### **Statement of Assurance of Compliance With Federal Law**

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

### **Equal Education Opportunity**

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

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

### **Notification of Rights**

#### **The Federal Education Rights and Privacy Act**

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

- A. Mr. William Heath is the Records Control Officer for the District, and is responsible for the processing and maintenance of all student records. His office is located at 1100 Ionia Road, Portland, MI, and he can be reached by calling 517 647-4161.
- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation, including those with an educational interest who need to review the records to fulfill his/her professional responsibilities. Student records, including discipline records will be requested for enrollment purposes or transferred to another school that a child seeks to enroll.
- C. A parent, guardian or adult student has the right to request a change or addition to the student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Family Educational Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building administrator in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information: student's name, picture, date of birth, date of graduation, major field of study, weight and height as needed for participation in activities, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, honor roll/principal's list, scholarships, a listed or published telephone number, school photographs/videos, and the most recent educational agency or school attended by the student.
- E. Pictures of the student may be used solely for District purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- F. School officials of a public high school are required to provide access to "directory information" (pupil's name, address, and, if a listed or published telephone number, the pupil's telephone number) to official recruiting representatives of the armed forces of the United States and the service academies of the armed forces of the United States. School officials will not allow access to the pupil's directory information if the adult pupil or parent or legal guardian of the pupil submits a signed, written request to school officials indicating that the directory information for that pupil be withheld.
- G. A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #8330) is available in the Superintendent's Office.

### **Enrolling in School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following: a birth certificate or similar document, or court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of residency, and proof of immunizations.

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

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

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

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

### **Transferring out of the District**

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

### **Immunizations**

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

### **Individuals with Disabilities**

The American's 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 Natalie Fuller, Special Education Director at 517-647-4161 to inquire about evaluation procedures and programs.

### **Limited English Proficiency/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 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 programs offered by the District. Parents should contact the district office at 517-647-4161 to inquire about evaluation procedures and programs offered by the District.

### **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 (Form 8330 F13) 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 the 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.

### **Advisory to All Parents/Guardians Regarding Pesticides**

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or day care property must provide an annual advisory to parents/guardians of students attending the facility. Portland Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem. You will receive advanced notice of the application of a pesticide, other than bait or gel formulations at your child's school. This advance notice of the application will be given 48 hours before the application.

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

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

### **Asbestos Management Plan Available for Review by Parents and Employees**

Our school district conducts extensive asbestos surveys of all of our buildings on a regular basis. Based on the findings of the inspections, a comprehensive management plan is in place. This plan details the response actions that the district took regarding asbestos containing materials found in our buildings. This plan is available for inspection at our office without cost or restriction during normal business hours. Our office is located at 6636 E. Grand River Avenue, Portland, Michigan. We have endeavored to make our schools a safe place in which students can learn. Please let us know if we can answer any questions.

### **Notification of Parent/Student Rights**

#### **Identification, Evaluation, and Placement**

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

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the District advise you of your rights under Federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;

- F. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
- H. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;
- I. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the District to reasonable requests for explanations and interpretations of your child's records;
- L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. William Heath.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim; and
- O. File a local grievance.

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

#### **Right to Review Teacher Qualifications**

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

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

If you would like to receive any of this information, please contact Mr. Anthony Deardorff, Director of Adult, Alternative, and Virtual Education.

#### **Right to Review Instructional Materials and Activities**

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

#### **Parent Involvement Policy**

##### Part I. General Expectations

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

- play an integral role in assisting their student's academic development
- are encouraged to be actively involved in their student's education both in and out of the classroom



English 10	1 credit
English 11	1 credit
English 12	1 credit
Algebra 1	1 credit
Algebra 11	1 credit
Geometry	1 credit
Math elective	1 credit
Chemistry/Physics	1 credit
Biology	1 credit
Science elective	1 credit
Civics	0.50 credit
Economics	0.50 credit
World History	1 credit
US History/Geography	1 credit
Health	0.50 credit
Physical Education	0.50 credit
Art Elective	1 credit
Current Events	0.25
Electives	3.75 credit
On line experience	Noted on transcript
Foreign Language	2 credits begins with the Class of 2016

3. Successful completion of a full-year class is equal to one credit. A semester class is equal to one-half credit. A quarter class is equal to one-fourth credit. In order to accrue credit for a class a student must successfully complete the class with a minimum grade of “D-”.
4. All classes shall conclude with an “End of Course Assessment” that will constitute 20 percent of the student’s final grade towards credit for the class.
5. All students are to enroll in and attend 7 classes.
6. Credits earned at schools previously attended are accepted based upon review by the counselor and administrator.
7. A student must participate in good faith in Michigan Merit Examination (MME) testing in order to participate in commencement exercises for his/her class.
8. Students cannot retake classes in which they have already received credit.
9. Academic grade level.

Student’s grade level will be determined as follows:

Freshman	0 credits to under 5 credits
Sophomore	over 5 credits to under 10 credits
Junior	over 10 credits to under 15 credits
Senior	over 15 credits to meeting graduation requirements

Administrative Review

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

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

Personal Curriculum

The Michigan Merit Curriculum legislation allows the parent or legal guardian or educator of a pupil to request a “personal curriculum” for that pupil that modifies certain requirements of the Michigan Merit Curriculum requirements. The personal curriculum must be developed by the pupil, at least one of his/her parents or his/her guardian, and his or her high school counselor or other designee selected by the principal. Revisions to a personal curriculum may be made if they are developed and agreed to in the same manner as the original personal curriculum.

The personal curriculum must incorporate as much of the subject matter content expectations of the Michigan Merit Standard as is practicable; establish measurable goals that the pupil must achieve while enrolled in high school; provide a method to evaluate whether he or she has met those goals, and be aligned to the pupil’s educational development plan (EDP- which a pupil must develop before entering high school).

The pupil’s parent or legal guardian and the superintendent of the school district or his/her designee must agree to the personal curriculum before it takes effect. If a pupil is at least 18, or an emancipated minor, he or she may act on his/her own behalf.

The parent or guardian must be in communication with each of the pupil's teachers at least once each calendar quarter to monitor the pupil's progress toward the goals in his/her personal curriculum.

### Testing Out

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

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

## **General Information**

### **Standardized Testing**

Over the course of the academic year, standardized tests will be administered to various student groups at PHS.

**Freshmen/Sophomores:** All members of the freshmen and sophomore classes will be administered the PSAT (the pre-SAT assessment). This is a timed assessment, assessing English, Math, Reading and Science knowledge and skills.

**Juniors:** All members of the Class of 2023 will take the State of Michigan mandated Michigan Merit Examination (MME) in the spring which consists of the SAT, Workkeys, and the MI sections.

All students will be given the NWEA assessment as a method of monitoring student progress.

**PLEASE NOTE:** Testing schedules will be made available once they are scheduled by the State.

As a reminder, Portland Public Schools Board of Education requires all students to "participate in good faith" in the MME in order to participate in commencement exercises their graduating year. On the days of testing, students are free to leave at the conclusion of that day's testing, or may wait at school for the bus to pick them up at 2:21 p.m. No lunches will be served on these days.

Students will be required to make a reasonable effort on all assessment tests. If the student chooses to make less than a reasonable effort, he/she will be required to earn 20.25 credits to complete their high school requirements.

A reasonable effort includes:

- Taking the test seriously (prepared for testing, following directions, not disruptive)
- Attending all testing sessions and/or make up sessions
- Spending adequate time on each assessment test

**PLEASE NOTE:**

All members of the testing cohorts are expected to report to school by 7:30 a.m. on those days and participate to the best of their ability.

**Dual Enrollment**

Dual enrollment is an opportunity for qualifying Portland Adult, Alternative, and Virtual Education students to take classes at a post-secondary educational institution while still attending Portland Adult, Alternative, and Virtual Education. Students who dual enroll may receive both college and high school credit for satisfactory meeting the requirements of the class. This credit will apply toward graduation and be counted as a regular class in every respect, including the computation of Grade Point Average (GPA). Students interested in dual enrollment opportunities must make provisions to do so through their counselor. A dual enrollment handbook is available in the Office.

**Portland Early College Program (PECP)**

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

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

**Grading System**

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

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

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

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

**Progress Reports**

Progress Report are mail approximately twice per quarter.

**Report Cards**

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

**Parent-Teacher Conferences**

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

**Student Concerns, Suggestions, and Grievances**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student council. When concerns or grievances arise, the best way to resolve the

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

### Daily Schedule

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

### Alternative Education Class Schedule

Monday through Thursday  
1st Hour 7:30-9:32  
2nd Hour 9:35-10:35  
Lunch Hour 10:35-10:55  
2nd Hour 11:00-12:00  
3rd Hour 12:03-2:08  
Friday  
Single Class 7:30-11:15

### Adult Education Class Schedule

Monday Evenings, One Class Session 3:00-7:00 (4:00-8:00 for Math)  
Wednesday Evenings, One Class Session 3:00-7:00  
Friday, One Class Session 7:30-11:15

After 7:45 a.m., all entrance doors will be locked for the duration of the day. After this time, a “buzz-in” system must be used to gain entrance to the school.

### Skyward (Parent and Student Access)

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

### Emergency School Closing

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

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

### School Notification System

The district uses School Messenger to send district and building notifications using the emails and phone numbers provided with student registration. Parents and students can opt-in for texting by texting “Yes” to 67587. It is important that student information is correct in Skyward especially in the event of an emergency.

### In-School Illness/Injury

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

### Telephone Usage

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

### **Student Expression**

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

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

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

### **Work Permits**

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

### **Copyright Statement**

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

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

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

### **Administration of Medication**

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

#### School Administration of Medications – Prescription

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

- a. The parent(s)/guardian(s), who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and to contact the physician directly.
- b. The physician, who shall provide instructions to school personnel regarding the administration of medication.

Instructions from the physician must include:

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

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

Student Self-Administration/Self Possession of Prescription Medications

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

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

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

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

Use of an Inhaler

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

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

District Personnel Administration of Over the Counter Medications

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

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

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

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

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

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

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

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

- |                   |                        |
|-------------------|------------------------|
| Name of the pupil | Name of the medication |
|-------------------|------------------------|

Dosage of the medication  
Dosage schedule; and

Route of administration  
The length of time (current school year only) to be administered.

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

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

All necessary written permission forms and physician's directions detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

#### Determining Time for Dispensing Medications

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

#### Administration of Medication

The School Nurse or other designated school personnel will:

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

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

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

#### **Control of Casual-Contact Communicable Diseases**

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

#### **Control of Non-Casual Contact Communicable Diseases**

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents may be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## Introduction

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

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individualism at school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedoms and the orderly operation of the school environment.

If a student feels unsafe or is threatened or is the victim of harassment or any of the outlined behaviors contained in this handbook, the student or student's parent/guardian should contact the school administration immediately (517 647-2981).

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules and policies so that everyone knows what is expected. PBIS (Positive Behavioral Intervention and Supports) is a team approach which helps to define expectations, to teach expectations, to acknowledge expectations, to correct behaviors proactively, and to base decisions about behavioral management on data.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules and policies. When determining the appropriate action to take as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending on the severity or repetition of misconduct, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school, and other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

The Code of Student Conduct applies when a student is: 1. at school. ("At school" means in the classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises), 2. using school telecommunications networks, accounts or other district services, and 3. at Heartlands Institute of Technology (HIT) or other off-campus sites. If a student is suspended from HIT, that student is also suspended from Portland Adult, Alternative, and Virtual Education. The same applies if a student is suspended from Portland Adult, Alternative, and Virtual Education, that student is also suspended from HIT.

## Forms of Discipline

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

An expulsion will not be imposed until the student and/or parent/guardian is given an opportunity for a formal hearing before a committee of the Board. Students being recommended for expulsion will be afforded due process under the PPS Board of Education Policy governing the situation.

### **Due Process**

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

The following procedures will be used by the administrators:

- A. The student shall not be judged guilty by virtue of being accused.
- B. The administrator for the purpose of obtaining all information pertinent to a fair decision shall conduct an informal investigation as soon as possible.
- C. Provision shall be made for the student to be heard and to present his/her view of the occurrence involved.
- D. If suspension is the decision of the administrator, the student shall be duly informed of the reason and have an opportunity to present information.
- E. The administrator shall make the determination in case of suspension. Parents will be notified by telephone, if possible, of the decision, and the length of suspension must be confirmed in writing. The administrator will take the initiative to confer with parents/guardians to make plans for the return of the student to the classroom.
- F. An unfavorable decision from a building level administrator can be appealed to the Principal and then may be appealed to the Superintendent.
- G. An unfavorable decision regarding an expulsion may be appealed to the School Board.
- H. Factors such as severity, age, discipline history, disability, etc. will be taken into consideration before consequences are given.
- I. Students with an IEP or 504 are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) and the Rehabilitation Act of 1973.

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

### **Level I Violations**

#### **A. Academic Misconduct**

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

Definitions:

1. Plagiarism is using someone else's words or ideas, as a whole or in part, and claiming them as your own.
2. Cheating is gaining or providing improper or unauthorized access to answers.
3. Unauthorized access or tampering with educational material or records includes, but is not limited to: access to grades, grade books, answer keys, or copies of tests, quizzes and assignments without permission.

Consequences\*:

1<sup>st</sup> Offense: A grade of zero on the assignment and parental contact upon review by the teacher.

2<sup>nd</sup> Offense: A grade of zero on the assignment and one (1) session of after school detention.

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

Subsequent Offense: Recommendation for expulsion.

**Note: Offenses for Academic Misconduct are cumulative throughout the student's high school career.**

\*As with all school discipline, there is administrative discretion.

#### **B. Student Dress**

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

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

1. Creates a present danger to the health and safety of the student or other persons, such as slippers.
2. Creates or potentially creates a disruptive influence on the educational process, such as:
  - Wearing of headwear (hats, hoods, bandanas or kerchiefs).

- Coats or jackets.
- Halter or tube tops, spaghetti straps, strapless tops, tank tops or any sleeveless top that does not cover both shoulders. Sleeveless shirts may be worn as long as they have a seam around the opening.
- Shirts that expose the midriff, cleavage, or undergarments.
- Mutilated clothing.
- Short shorts or skirts (must be fingertip length when walking, standing, or sitting).
- Clothing with profane, vulgar, or obscene suggestions.
- Clothing that is sexually suggestive (Hooters Shirts, etc.).
- Clothing that advertises alcoholic beverages or drugs, or clothing that uses improper language.
- Gang affiliated or “look-alike” items.

3. Infringes upon the rights and freedoms of other students. (Special religious customs will be accommodated at the discretion of administration).

Consequences\*:

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

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

2<sup>nd</sup> Offense: Student will be required to correct the inappropriate item of clothing

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

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

\*As with all school discipline, there is administrative discretion.

### C. Possession of Disruptive Items

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

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

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

1. **Classrooms**- Students may use cellular telephones in the classroom with the permission of the teacher. Teachers determine cell phone use in the classroom. (Teachers may create a non-cell phone classroom.)
2. **Office**- Students may use cellular telephones in the office with permission of office personnel.
3. **Lunch**- Students may use cellular telephones during lunch to play games, check grades or work on an assignment for class without needing direct permission from a staff member.

**Students do not have permission to use cellular telephones in any other area of the school during the instructional day.**

**Students do not have permission to be on any social media sites anytime during the school day.**

Students are responsible for the content of their electronic devices. Inappropriate material/content is not to be viewed or shared on school grounds.

It should be noted that any form of bullying through the use of cell phones is strictly forbidden.

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

Consequences (Violation of Cell Phone Policy)\*:

1<sup>st</sup> Offense: Loss of phone for remainder of the day

2<sup>nd</sup> Offense: Loss of phone for remainder of the day

3<sup>rd</sup> Offense: 1 Day Out-of -School suspension.

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

\*As with all school discipline, there is administrative discretion.

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

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

A student may possess and use musical and gaming devices with earphones on school premises before school and at lunch. The use of these devices attached to a communication device is subject to the rules governing the use of cellular telephones or other electronic communication devices. Classroom teachers may, at their discretion, allow the possession and use of these devices in the classroom. These devices must be put out of sight at the end of said class period or at a staff person's request. Students are not to use these devices between class periods.

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

#### D. Campus Privileges

Portland Adult Alternative and Virtual Education functions as an "open campus" for lunch period only, 10:35-10:55 AM. Once a student arrives on campus for the day, whether by private or school provided transportation, he/she is expected to remain on campus until the end of the school day (with the exception of lunch period). No student is permitted to leave the school building without permission from the proper school authorities. Students who need to leave the building/campus during the school day must obtain permission from office personnel, with proper verification from a parent/guardian. The student must also receive permission from the Office to enter the parking lot.

#### E. Public Display of Affection

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

#### F. Food and Beverages

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

#### G. Unauthorized Absence from Class/Skipping

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

#### H. Technology Abuse

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

#### I. Reporting to the Office

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

#### J. Thrown Objects

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

#### K. Student Disorder/Demonstration

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

#### L. Gambling

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

### **School Responses to Level I Violations**

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

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

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

### **Level II Violations**

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

No student shall bully, harass or intimidate another student. "Bullying, harassment, or intimidation" means any gesture or written, verbal, physical act or electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by substantially interfering with educational opportunities, benefits, or programs, adversely affecting a student's ability to participate in or benefit from the District's education programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress, having an actual or substantial detrimental effect on a student's physical or mental health, or causing substantial disruption in, or substantial interference with, the orderly operation of school. This also includes damaging the student's property or behavior that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student. Bullying, harassment, or intimidation includes, but is not limited to, any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Bullying also includes cyberbullying, which is defined as any communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Cyberbullying also includes posting a message or statement in a public media forum about any other person if both of the following apply: (a) the message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person; and (b) the message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat. PHS also prohibits retaliation of any person who reports a complaint or participates in the investigation. Students who make false allegations about bullying will be subject to discipline as well. Investigation of bullying will be conducted according to Board Policy 5517.01 and safeguards will be made to treat reports of bullying, just as other reports of behaviors confidential.

#### **B. Hazing**

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

#### **C. Sexual Harassment/Indecency (Title IX)**

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

**D. Use of Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health, or welfare of others on school property. Driving to school is a privilege. Your cooperation will provide for a safe parking lot accessible to students. Students who drive to school must know and follow rules governing them per School Board Policy #5514.01. Failure to do so along with other driving infractions may result in parking citations from the City of Portland.

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

**Students wishing to drive or ride to the Heartlands Institute of Technology (HIT) must complete and turn in additional paperwork including permission to drive to an alternate site and permission to park on Ionia High School's campus.**

**E. Vandalism/Defacement of Property**

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

**F. Trespassing**

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

**G. Student Cooperation with Staff/Insubordination**

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

**H. Inappropriate Language**

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

**I. Forgery/False Identification**

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

**School Responses to Level II Violations**

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

Any school response to a Level I violation, listed above;

Denial of driving privileges;

Recommendation to the school district board of education or its designee for short-term suspension or expulsion.

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

**Level III Violations**

**A. Fighting (Assault)**

A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to, another student. Any student in grade 6 or above who commits a physical assault against another student which occurs on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event shall be suspended/expelled for up to 180 school days. Students who verbally abuse or threaten another student may be suspended for a period of time up to 10 days.

Any student in grade 6 or above who physically assaults a district employee or a person engaged as a volunteer or contractor of the district shall be permanently expelled subject to possible reinstatement. Furthermore, any student in grade 6 or above who commits a verbal or written threat of an assault against an employee, volunteer, or contractor of the district must be expelled for up to 180 school days.

#### B. Weapons

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

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

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

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

#### C. Sexual Assault

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

Under amended Revised School Code Section 1311(1), school officials can use their discretionary authority to suspend or expel a student who “commits” CSC against another student in the district even if the CSC occurred off campus. The term “commits,” as used by the Legislature in that subsection, does not require a conviction or adjudication before a school may suspend or expel under these circumstances.

#### D. Arson

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

#### E. False Fire Alarm/Bomb Threat: Tampering with Fire Alarm System or Equipment

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building, on school property, or at a school-related event. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with the fire alarm system, fire equipment, or emergency medical equipment in a school building. If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee.

#### F. Explosive/Incendiary Materials

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

#### G. Extortion

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

#### H. Substance Abuse

I. A student is prohibited from the manufacture, distribution, sale of, possession, use of, or being under the influence of the following substances:

- a. Alcohol, or any alcoholic beverage, including “nonalcoholic malt beverages/wines”
- b. Illicit drugs
- c. Any useable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, glue, hand sanitizer, or reproduction fluid for inhalation
- d. Any prescription or non-prescription drug, medicine, vitamin or chemical, including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups,

cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not possessed or taken in accordance with the school district's authorized "use of medication" procedures.

e. Steroids, human growth hormones, other performance-enhancing drugs, or other banned substances (e.g. creatine)

f. Substances purported to be illegal, or performance enhancing (i.e. "look-alike", or "fake" drugs).

It shall not be a violation of this policy for a student to possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for with permission to use in school has been granted pursuant to school district policy.

2. A student may not possess drug-related paraphernalia at any time during the school day or at a school-related activity, on or off campus.

3. A student may not possess or use tobacco/tobacco-like substances or tobacco-related paraphernalia in any form at any time during the school day or at a school-related activity, on or off campus, or on school vehicles regardless of age. This includes electronic cigarettes, smoking or inhaling devices, etc.

#### I. Theft/Possession of Stolen Property

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

#### J. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises.

This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Any unauthorized use shall be subject to disciplinary action.

### **Responses to Level III Violations**

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

Any school response to a Level I or II violation, listed above;

Recommendation to the Superintendent/Board of Education or its designee for short-term suspension or expulsion.

Law enforcement officials shall be notified.

The District reserves the right to further review these matters and impose disciplinary consequences consistent with Section 1311.2 if the student pleads guilty or no contest to, or is convicted of a crime.

In the event a student is expelled for possession of a dangerous weapon, arson, assault, or criminal sexual conduct, the school, within three days after the expulsion, will refer the individual to the appropriate county department of the Family Independence Agency or county community mental health agency and notify the individual's parent or legal guardian, or if the individual is at least 18 or is an emancipated minor, notify the individual of the referral. (MCL 380.1311[4])

### **School Bus Behavior**

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

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

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

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

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

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

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

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

## ATTENDANCE POLICY

A healthy teaching/learning environment encourages students to regularly attend school and to develop the essential skills and positive attitudes needed to become citizens who contribute to society. Daily attendance in the classroom significantly increases academic success and enhances student learning experiences through student/teacher interaction and student participation. Regardless of academic talent, the classroom experience is impossible to duplicate. Through continued community, parent/guardian, student, and school cooperative efforts, the goals of an exemplary teaching/learning environment can be attained at Portland Adult, Alternative, and Virtual Education.

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

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

1. Parents/guardians have a responsibility and obligation to require their sons or daughters to attend school on a regular basis.
2. Parents/students have the responsibility and obligation to explain all missed time to those in authority at PACE within two days of the absence.
3. School staff makes established efforts on a regular basis to inform parents/guardians of student absence.
4. Alternative education students who are 18 and over, will still have parents notified of unexcused absences. Being a student takes precedence over being 18 and 19 years old.
5. For students who are 18 and over and not living with their parents, the students are responsible for making sure their attendance requirements are being met and are still subject to disciplinary actions for lack of attendance.
6. Students who miss more than 8 hours of class time from an individual class may be dropped for the remainder of the quarter regardless of class grade.

### Attendance Regulations and Policies Are As Follows:

#### Excused Absences

1. Parents/guardians are required to notify the school of absences by calling 517-647-2987. Voicemail messages are acceptable. If a phone call is not made, a signed written excuse from parents/guardians is required giving the student name, date(s) of absence and reason. This should be given to the office the day the student returns to school. Random checks will be made to verify legitimacy of calls and written excuses.
2. Medical, dental, and other appointments should be scheduled after hours. However, if you must be excused for a parent approved appointment, bring your note or appointment card to the office BEFORE school starts and obtain a pass to be excused from class at a specific time. **You MUST sign out at the attendance office before you leave.** When you return to school, you must sign back in. Students having appointments must show proof of their appointment.
3. Students are allowed to miss 8 hours of class time, per class. More time than this can result in the students being dropped from their class and receiving a failing grade on their transcript.

Unexcused Absences

Students absent without prior approval will be issued an unexcused absence (skipping) and will be faced with disciplinary actions. Students can be dropped from classes for poor attendance.

Truancy

Michigan Compulsory Attendance Law states:

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

When a student under 18 years old has an inappropriate number of absences, a warning letter will be sent home. If the student's attendance does not improve, another notice will be sent home. A meeting will be requested between the student, the parent(s)/guardian(s), and an administrator. If attendance still does not improve, the name of the student and parent/guardian will be forwarded to law and truancy officials.

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

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

**Homebound Instructional Services**

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

**Understanding Concussion (Content Meets MDCH Requirements)**

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

**Some Common Symptoms**

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

## What is a Concussion?

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

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

## If a Concussion is Suspected

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

## Signs Observed by Others:

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

## Concussion Danger Signs

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

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

## How to Respond to a Report of a Concussion

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

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

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

### Acceptable Use Policy

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

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

In exchange for the use of PPS's Technology Resources either at school or away from school, you understand and agree to the following:

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

3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person over the PPS's Technology Resources or by any other means, including over personally owned devices while on campus, at school sanctioned events – home or away, and/or on school busses.
  4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.
  5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of PPS's Technology Resources; uploading or creating viruses; downloading/installing unapproved, illegal, or unlicensed software; or seeking to circumvent or bypass security measures.
  6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
  7. Unauthorized copying or use of licenses or copyrighted software.
  8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission of, and attribution to, the author.
  9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.
  10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.
  11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
  12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
  13. Misusing equipment or altering system software without permission.
  14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  15. Using the Technology Resources in any way that violates PPS's student code of conduct, or any federal, state, or local law or rule.
- G. It is the policy of PPS, as a recipient of certain federal funds, to monitor the online activities of its students and provide technology protection measures on its computers with Internet access designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. PPS staff must regularly monitor to ensure that technology blocks are working appropriately. The technology blocks may be disabled by an authorized person, *during adult use*, to enable access to bona fide research or for other lawful purposes.
- H. It is the policy of PPS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of PPS to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.
- I. PPS does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from PPS's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.
- J. The PPS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will PPS or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- K. When utilizing the PPS Technology Resources, you may use only PPS authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The PPS reserves the right to monitor electronic communications.
- L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- M. The PPS and/or the Internet provider will periodically determine whether specific uses of the PPS's Technology Resources are consistent with this acceptable-use policy. The PPS or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The PPS reserves the right to remove a user account on the PPS's Technology Resources to prevent further unauthorized activity.
- N. You may not transfer software belonging to PPS without the permission of the PPS Technology Coordinator or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.

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

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

Please keep this handbook available for future reference.

**Portland Public Schools and Portland Adult, Alternative, and Virtual Education  
Acknowledgement of Receipt**

Student Handbook/Code of Conduct

Print Student Name: \_\_\_\_\_

Print Today's Date: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Acceptable Use Policy (AUP) Acknowledgement:

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

It is my understanding I will be held accountable for knowledge of and understanding of the contents contained in the district AUP and sign it knowingly and freely. I also know if I have questions relating to anything contained in the entire AUP, it is my responsibility to find the correct answers from a staff member.

Student Signature: \_\_\_\_\_

Concussion Awareness: Educational Material Acknowledgement Form

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

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_