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HIGH SCHOOL HOURS

The first (1st) hour of a seven (7)-period day begins at 7:50 A.M. Conclusion of the seventh (7th) period is at 2:45 P.M. When the instructional calendar calls for a one-half (1/2) day of school, students will be dismissed at 11:00 A.M. Students are expected to arrive on time to class with all necessary materials in hand.

STUDENT IDENTIFICATION CARD & STUDENT PLANNER

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

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

LOCKERS

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

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

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

CORRIDOR CONDUCT

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

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

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

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

CLOSED CAMPUS & LUNCH PRIVILEGES

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

- Student has received no consequences for tardiness.
- Student has no unverified absences.
- Student has not been truant from any classes.
- Student has not left campus without permission and/or without signing out in the Assistant Principal's Office.
- Student has not been assigned in-house suspension or out-of-school suspension for any reason.
- Student has written permission from parent or guardian for off-campus lunch.

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

Freshman or sophomore students needing to leave campus must be signed out by their parent/guardian in the appropriate administrative office.

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

FREE AND REDUCED LUNCH

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

Certain fees will be waived for students who have a verified Federal Free and Reduced Lunch Form on file with the Food Group office by November 1. Some examples include Extra-Curricular Participation Fees (only if millage does not pass), International Baccalaureate test fees, tuition for evening class make-up credit, assistance in purchasing workbooks, and participation in class field trips. All families are encouraged to complete the Federal Free and Reduced Lunch form.

STUDENT LUNCH & CAFETERIA BEHAVIOR

The school features a daily selection of entrees. Students can choose from the main selections or from a *à la carte* menu.

The Food Service Department tracks lunch money via a computerized system. Envelopes are provided (or you can use your own envelope) to submit payments for your student(s). Please include students' first and last name, student ID number, amount enclosed and date. This will be deposited to your child's account and can be used for breakfast, lunch, extra entrees, snacks and milk. One (1) milk is included in the price of breakfast and lunch. Do not include money for other school functions in the lunch envelope.

Students are encouraged to prepay for meals. Prepayments of \$50 per student or more will earn a 5% bonus and will be applied to the account. No charges for meals are allowed.

Please be sure that all money for meals or milk is turned in for deposit at the beginning of the day. Money is collected at the cafeteria before 10 a.m. for deposit before the lunch service begins.

Balances on account at the end of the school year will be available when students return to school the following year (including changes in grade to other school buildings). Refunds will only be provided to those students leaving the district with a balance over \$5.00. Refund requests may be made to the district food service office at 323-5155. Annually, balances under \$5.00 and abandoned balances will be donated to a local food charity.

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

FOOD & BEVERAGES

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

ADDRESS, CHANGE OF

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

POLICE- SCHOOL LIAISON OFFICER

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

ACCIDENTS AND ILLNESS AT SCHOOL

Students who become ill or injured while at school are to report to the appropriate administrative office for assistance. Emergency first aid and help in contacting home are available. Accidents, including those on school property after school, should be reported to the appropriate administrative-level office and to the police when applicable.

ACCIDENT INSURANCE

The school does not provide insurance to cover expenses of accidents that occur on school property. This is the responsibility of the family. Parents may choose to purchase

insurance specifically for this purpose. This information is distributed during the first week of school. If, under emergency circumstances, school personnel feel that emergency care should be provided, we will use our best judgment in terms of the information available to us at that time. It should be understood that the school system will not accept responsibility for any costs so incurred.

ASSEMBLIES

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

ADULT STATUS

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

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

ATTENDANCE REQUIREMENT

Philosophy

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

Absence

An "Absence" shall mean that the student was not present for ten [10] minutes or more of a class period.

During a semester when a high school student has accumulated ten [10] absences, he/she has failed the attendance requirement. He/she must then receive a passing grade on the semester comprehensive exam (assessment) and otherwise pass the course for the semester in order to receive credit for the course.

Waiver of the final exam requirement may be considered for certain medically verified, extended illnesses/hospitalization of five [5] or more (consecutive days) coupled with a record of no unexcused absences for the semester.

Any absence after the accumulated 10 in a semester must be verified by a doctor's excuse. If this does not occur, the student will not have the opportunity to earn credit in the effected courses.

Verified Absence

Verified absences are limited to those confirmed by a parent or guardian and count toward the Tenth Absence Rule.

Parents/Guardians are encouraged to verify only those absences resulting from personal illness, professional appointments, observance of sacred or religious holidays; college campus visits, personal/family emergencies, court appearances, etc. (Please see "Administrative Absence" for clarification on religious holidays and court appearances.)

It is the responsibility of the parent/guardian to determine a verified absence.

Suspension from attending school is considered a verified absence and counts toward the Tenth Absence Rule.

Unverified Absences

Examples of unverified absences include:

- **Leaving school without parent's/guardian's permission or not signing out in the appropriate administrative office.**
- An adult-status student leaving school without signing out in the appropriate administrative level office.
- Being truant from class.

Pre-Arranged Absence

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

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

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

Administrative Absence

Administrative absences are those absences that do not count toward the Tenth Absence Rule. Examples of administrative absences include:

- If called to the office by an administrator.
- A Counseling Office appointment if the appointment was pre-arranged or if the student is called to the Counseling Office by the counselor.
- Participation in a school-sponsored field trip, early dismissal for curricular, co-curricular or extra-curricular activities such as athletics, choir, band, debate, forensics, etc.
- Funerals of immediate family members: The number of days allotted for a funeral shall be determined on a case-by-case basis.
- The time a student arrives late to class or leaves class early due to transportation commitments because of participation in or attendance at KAMSC, KVCC, WMU, EFE or EFA programs or other administratively approved educational classes off campus.
- Religious holidays.
- Absences due to a SUBPOENAED court appearance.

Attendance for students participating in extra/cocurricular or athletic activities

- On the day of a performance or athletic event, a full day of attendance is required.
- On the day of a practice or rehearsal, a student is required to attend at least four classes.

Parent(s)/Guardian(s) Responsibility

Regarding Attendance:

1. The Michigan School Code states that it is the responsibility of parent(s)/guardian(s) to see that their children between the ages of six (6) and sixteen (16) be in regular attendance at school.
2. All parents/guardians are encouraged to support their student's attendance in school regardless of age.
3. It is the responsibility of the parent(s)/guardian(s) to notify the student's appropriate grade-level office if the student is going to be absent and to explain the reasons for the absence by 7:45 AM.
4. Verification of a student's absence by a parent/guardian is required (unless otherwise indicated by the appropriate administrator) and must accompany the student to school the day after an absence so the student may obtain an admit slip in his/her appropriate administrative-level office for re-admittance to class. The school reserves the right to require medical verification of absences.
5. To notify the student's administrative office if the parent/guardian wishes correspondence (progress reports, attendance letter, etc.) from school to be mailed to an address other than the one listed on the student's registration card which is completed at the beginning of each school year.
6. To notify the appropriate administrative office throughout the school year of any change in the student's home address or telephone number.

Student's Responsibility

Regarding Tardiness:

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

Regarding Attendance:

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

School's Responsibility

1. The teacher will be personally responsible for taking roll and maintaining accurate, daily attendance records.
2. When a student acquires a tenth (10th) verified and/or unverified absence, a Tenth Absence Notification will be initiated.
3. To monitor the entire attendance procedure and work closely with the parent(s)/guardian(s) to ensure the student's success in school.
4. To monitor the mailing of Absence Report Forms to the parent(s)/guardian(s) to keep them apprised of the student's attendance in school.
5. To monitor students' tardiness and assign consequences in case of chronic tardiness.

6. To notify the parents when a student reaches the audit status of six (6) absences in a class.
7. To enlist the resources of the Kalamazoo Regional Educational Service Agency and the Kalamazoo County Juvenile Court in the event a student is chronically truant and under the age of 16.

Tenth Absence Rule

1. On the sixth (6th) verified or unverified absence in the semester, the student and parent/guardian shall be notified.
2. When a student acquires ten (10) verified and/or unverified absences in a class, he/she shall be given a Tenth Absence Notification. In addition, the student must pass the exam with a 60% or higher and pass the class in order to receive credit.
3. Failure of the student to meet the expectations of the Tenth Absence Notification may result in the removal of the student from class and/or the loss of the opportunity to receive credit. Any absence after 10 must be verified by a doctor's excuse. If this does not occur, the student will not have the opportunity to earn credit in the effected courses.
4. If a student loses credit in the class and his/her behavior is appropriate, the student may remain in class and finish the semester but will receive a no credit (NC), providing the overall grade is passing on his/her transcript, in which case his/her grade point average will not be affected. If a student fails or displays inappropriate, disruptive behavior, he/she may be removed from class, assigned a failing grade (EW), and placed elsewhere.
5. If a student is suspended and he/she is on a tenth-absence contract, it will result in the loss of opportunity to receive credit. If a suspension results in a student's tenth absence, the tenth absence notification will be developed immediately upon his/her return.

No portion of this Attendance Requirement shall be deemed to supercede Portage Public Schools Policy 5020.

DRESS AND GROOMING

We take pride in the appearance of our students. Student dress reflects the quality of the school, of student conduct, and of student work. We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Standards of dress that clearly deal with the health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean, and not considered distracting from the process of education. Within this framework, the following specific guidelines for student dress have been developed:

1. Hats/headwear are not to be worn in the building.
2. Footwear is required in the building.
3. Clothing will not be permitted which:
 - a. Advertises or supports drugs, alcohol, and tobacco.
 - b. Is profane or vulgar.
 - c. Is revealing, suggestive or otherwise distracting.

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

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

MONEY AND VALUABLES

It is recommended that students not bring money and valuables to school. If it becomes necessary to do so, students are cautioned to keep valuables on their person at all times. The school does not assume responsibility for lost or stolen items.

It is recommended that lockers and combinations (gymnasium and hall) not be shared. Physical Education thefts should be reported to the teacher and Police School Liaison officer.

Lockers for physical education are available only during the period of P.E. class. Students should provide a lock to secure their personal belongings.

FEES

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

DISTRIBUTION OF OUTSIDE LITERATURE

Use of halls or student bulletin board for posters, publications, etc. promoting non-school sponsored events must receive approval of the principal's office.

STUDENT TRANSPORTATION & SAFETY RULES /REGULATIONS

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

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

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

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

Such requests must be in writing and sent to the Transportation Manager. The request should include detailed information describing the situation and the desired remedy, whenever possible. If circumstances change, special requests may be reevaluated.

Portage Public Schools is concerned about the safety and security of all students. Therefore, any changes to the scheduled transportation for a student can only be made with **written authorization in advance** from the parent/guardian. All change requests should be directed to your student's home school office.

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

DRIVING REGULATIONS, REGISTRATION, MOTOR VEHICLES, PARKING

Limited parking facilities are available for those who drive to school. All motor vehicles must be registered in the office.

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

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

COUNSELING SERVICES

Each counselor is assigned to, and is responsible for, a specific group of students. These assignments are made alphabetically, with each counselor progressing through the high school years with a group of students. The counselor will assist students in the development of their 4-year plan and in formulating their class schedules. A student may contact their counselor to assist with the college admission process. Students with social and/or emotional challenges are encouraged to contact their counselors.

The scheduling of classes for a school year is accomplished in the best interest of all students in the building. Every attempt will be made to accommodate a parent/guardian request, pending the availability of classes and taking into account the composition and size of classes.

RECORDS

All students should be aware that access to their permanent records is governed by law and local regulation. Specific procedures have been established in compliance with the Family Rights and Privacy Act to ensure that records are available only to persons who have a recognized legitimate right to such information or those who have been granted written approval by the parent, guardian, or student. Students should see their counselor for specific

information regarding their permanent record.

Students who transfer to or from Portage Public Schools are advised that their permanent school records will be sent upon enrollment at Portage or other receiving schools. Students are also advised that they have a right to a copy of this record upon transfer and upon receipt of any costs incurred in reproducing such records. Students and parents may challenge information included in the permanent school record after following the appropriate procedures. These procedures are outlined in Portage Public School Policy #5250, a copy of which can be found in the office.

Transcripts

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

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

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

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

<u>Weighted Grade Values</u>					
A	5.0	B-	3.84	D+	2.49
A-	4.7	C+	3.49	D	2.14
B+	4.49	C	3.14	D-	1.84
B	4.14	C-	2.84	E	0

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

For detailed information on grades and the reporting of grades, please refer to Regulation #5200, found elsewhere in this handbook.

WITHDRAWING FROM A CLASS

Dropping a class during a semester normally results in an EW (early withdrawal) grade being recorded for that course and the student assigned to a seminar. A student will receive an E, which would be calculated into the GPA. If a student withdraws from a class as a result of teacher recommendation, a W (withdrawal) grade may be assigned at the discretion of the counselor and/or administrator. The student cannot enter another class for credit after the first two weeks of the semester.

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

NATIONAL HONOR SOCIETY

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

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

SCHOLASTIC HONOR ROLL

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

AWARDS

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

As criteria for determining Scholar Athlete awards, the unweighted transcript is used in calculation to identify student recipients. The school uses the *Detroit Free Press* formulas, taking whichever gives the student the most favorable score. The formulas are as follows:

$$(\text{Unweighted GPA} \times 250) + (\text{ACT score} \times 27.778) = \text{student score}$$

Or:

$$(\text{Unweighted GPA} \times 250) + (\text{SAT score} \div 1.6) = \text{student score}$$

Whichever score is higher.

Weighted transcripts are not used for determining departmental awards.

SCHOOL-SPONSORED PUBLICATIONS

The 1998 Supreme Court ruling in *Hazelwood School District vs. Kuhlmeier* gives school administrators the right to exercise editorial control over school-sponsored student publications that are not public forums. A public forum is created when school officials open a publication for unrestricted use by students. School-sponsored student publications are designed to serve as a public relations vehicle to highlight the positive accomplishments of students and events throughout the school year. The publications include but are not limited to the school newspaper, yearbook, literary magazine, etc.

SEARCH, SEIZURE, & SURVEILLANCE

In order to ensure a safe and orderly learning environment, the District has the right to inspect and/or search book bags, lockers, and automobiles brought onto school property or to school-related activities. Such searches may be conducted without warrant for any reasonable purpose. Once search begins, the person in control of the item will not be permitted to remove it from the premises during the reasonable duration of the search.

Reasonable suspicion occurs when school officials, from a combination of articulable facts and experience, feel that the degree of intrusion is warranted by the relative likelihood that evidence will be found.

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

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

SOCIAL EVENTS

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

SORORITY, FRATERNITY, OR SECRET SOCIETY

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

SPECIAL EDUCATION

Students are enrolled in specialized programs for various disabilities or impairments when qualified according to the Michigan Special Education Rules and Regulations. Services to be provided are specified at an Individualized Educational Planning Committee (IEPC) meeting and generally include a combination of regular and special classes.

Students who are suspected of qualifying for such services are generally referred by the classroom teacher, principal, other professional staff members or parents. More information can be obtained by calling the principal.

The course of study leads to a high school diploma via the accumulation of credits or the fulfillment of objectives in a Special Education curriculum.

Individualized courses of study in required subjects, (i.e., English, mathematics, social studies, science, and government) are available within the Special Education Department. A specially designed physical education program is also available. Students in eleventh grade may be placed in a Vocational Training Program designed to develop understanding of job related skills such as good working relationships, effective communications, and social responsibilities. Students are placed in these courses as recommended through their IEP.

REHABILITATION ACT OF 1973, SECTION 504

The District will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

In compliance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 C.F.R. Part 104 and Title II of the American's with Disabilities Act of 1990 and its implementing regulation at 28 C.F.R. Part 35, Portage Public Schools, herein, informs the concerned parties that students who are in need or believed to be in need of services as a result of being handicapped as defined in Section 504 may be referred by a parent, teacher, other certificated school employee, or community agency to the building principal. This includes students who may have been found not eligible under Federal and State Special Education laws. The principal will refer the case to the Building Team. The Building Team will consider the referral and based upon a review of the students existing records, including academic, social, testing, and behavior records, determine as to whether an evaluation under this procedure is appropriate. Any student, who, because of a handicap as described in Section 504, needs or is believed to need special accommodations, will be evaluated. If a request for evaluation is denied, the building principal will inform the parents of this decision and of procedural rights as described in Section 504. [Refer to "Civil Rights Legislation", page 48]

NON-DISCRIMINATION

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

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

TEACHER INTERNS

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

CELLULAR TELEPHONES

Students needing to use a telephone must do so in the assistant principal's office; they are not to use the telephones in classrooms or other rooms. Parents may reach students through the assistant principal's office. Personal messages or telephone calls from other than parents or employers will not be accepted.

Students may be in possession of a cellular telephone, or other electronic communications device subject to the terms of this policy and the administrative rules of the District. Such devices shall be kept OFF and out of sight, secured in a locker, book bag or purse and not to be worn (clipped to a belt, in a pocket, etc.) throughout the duration of the instructional day, including passing time, lunch time, seminars and assemblies. Use of the device shall be limited to the period before classes begin in the

morning and after the student's last class in the afternoon. Such devices shall not be used on school premises during instructional time, the passing time between classes or during the student's lunch period unless such use has been approved by the building administration. (School Board Policy #5390)

TEXTBOOKS

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

ELEVATOR

Students who need an elevator key should inquire in the principal's office. To obtain a key for elevator use a deposit may be required. This deposit will be refunded when the key is returned.

VISITORS

Visitors to class will not be permitted. Visitors to the building and guest speakers must report to the main office upon arrival in school.

WORK PERMITS

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

BOARD OF EDUCATION POLICIES AND REGULATIONS

ZERO TOLERANCE

In the process of maintaining a Safe and Orderly Environment with the Portage Public Schools, the Board of Education has adopted the enforcement of a "Zero Tolerance" policy in dealing with students who use profanity, who are engaged in substance abuse, or who display harassing, intimidating, or violent behavior towards other people.

[School Board Regulation #4050]

FREEDOM FROM SEXUAL DISCRIMINATION AND HARASSMENT

Portage Public Schools maintains an environment that is free from any type of sexual discrimination including sexual harassment, insult, or intimidation. Any Board member, employee or student in the District who believes he or she has been subjected to sexual discrimination and/or harassment, insults or intimidation shall report the incident to the Superintendent, immediate supervisor, a building administrator or a guidance counselor. If the complainant so desires, he/she may report the incident directly to the Title IX

Coordinator (District Legal Council) or the Human Resources Manager. Any conduct in violation of this policy will result in appropriate disciplinary action.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act.

Sexual Harassment does not refer to behavior or occasional compliments of a socially acceptable nature.

Sexual harassment is prohibited and is defined as:

- A. Unwelcome sexual advances; or
- B. Requests for sexual favor; or
- C. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; and,
 - 3. Such conduct has the purpose or effect of unreasonably interfering with a reasonable individual's work or educational performance or creating, as viewed by a reasonable person, an intimidating, hostile or offensive working or educational environment.

Regulation #5300 (Revised: 5/2007)

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

The primary purpose of the school is teaching and learning. In order to protect each student's right to the fullest educational opportunity available in the school system, rules and regulations governing student conduct and discipline have been developed. It is the purpose of the Code of Student Conduct to outline those standards of behavior which, if violated, will lead to some form of disciplinary action -- up to and including expulsion from school.

Provisions of the Code of Student Conduct are in effect during all daily classroom and/or building programs, including all field trips, out-of-state or international trips, extra/co-curricular activities, and other activities that are school-sponsored or school-related.

The Portage Schools also recognize that the use of mind-altering substances is a significant health problem for many adolescents, resulting in negative effects on behavior, on learning, and on the total development of each individual. Therefore, the Portage Schools have developed additional penalties related to participation in extra/co-curricular activities for violations related to the use of mind-altering substances such as alcohol, tobacco, and drugs which occur throughout the entire calendar year, either school or non-school related. These penalties are described in the section of the Code of Student Conduct entitled, "Participation in Extra/Co-curricular Activities."

The following is a list of unacceptable student behaviors and the consequences that will result for any student, regardless of age, who is under the jurisdiction of the schools. The list is offered as an example of categories of misbehavior to provide clarification for students, and it is not intended to be all-inclusive.

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

designer drugs, prescription drugs for which the student has no prescription, and/or look-alikes of any of the above, at school or any school-related activities, or within 500 feet of school premises.	from Portage Public Schools
2. Arson: Purposefully setting fire on school premises.	<ul style="list-style-type: none"> • Suspension 10 days • Recommended expulsion • Referral to police <p>Excerpt from Revised School Code 380.1311: “If a pupil...commits arson in a school building or on school grounds...the school board shall expel the pupil from the school district permanently.”</p>
3. Assault: Striking or threatening to use force, either physical or verbal, with school personnel, students, and/or others on school property or at school sponsored events with or without an object.	<ul style="list-style-type: none"> • Suspension 5-10 days • Referral to police • Expulsion – up to and including 180 school days* <p>*Refer to <i>Revised School Code 1311A</i> and <i>1311A(2)</i>.</p>
4. Careless or Reckless Driving: On school property or at school-sponsored events that creates a potential hazard or danger.	<ul style="list-style-type: none"> • Referral to police • Detention and/or loss of driving privileges • Suspension 1-10 days
5a. Cheating: The act or an instance of fraudulently deceiving.	5a. Cheating: <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Suspension 1-10 days
5b. Academic Malpractice (IBO): “Beyond intellectual rigor and high academic standards the International Baccalaureate Organization (IBO) places strong emphasis on the ideas of international understanding and responsible citizenship. Expectations for ethical behavior arise from the philosophy and values inherent and explicit in the Diploma Program. The IBO expects students to participate in the IB curriculum as structured and required by the school; to comply with all subject-specific regulations and internal school deadlines; and to complete the Diploma Program over a period of two years. Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment; to submit separate pieces of work in fulfillment of the requirements of different assessment components (for example,	5b. IBO Malpractice: <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Award of the grade “N” from the IBO for the specific course involved • Non-award of the IB Diploma • Non-award of the IB certificate in the specific IB course involved • Ineligibility to take the IB test in the curricular area where the offense occurred. <p>IB NOTE: The IB Diploma may be withdrawn from a candidate at any time after its issue if malpractice is established.</p>

<p>Extended Essays and internal assessment); and to ensure that their own work is never given to another candidate, either in the form of a hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualification. Students are expected to recognize the IB Coordinator as the intermediary for all communication with the IBO. (<i>Vade Mecum 2001, P. A6</i>)</p> <p>5c. Collusion: Collusion occurs when a student knowingly allows his or her work to be submitted for assessment/credit by another student.</p> <p>5e. Plagiarism: The use of another's ideas, facts, photos, art, chart, graphic, design or words without giving proper credit; an attempt to present the ideas or words of another as one's own; presenting as new/original an idea or product derived from an existing source. In writing and in speech, the use of the words of another (whether quoted or paraphrased) without telling the reader/listener that those words are not one's own.</p>	<p>5c. Collusion:</p> <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Suspension from the specific class involved: 1-10 days <p>5e. Plagiarism:</p> <ul style="list-style-type: none"> • Loss of credit for the specific assignment involved • Suspension from the specific class involved: 1-10 days
<p>6. Lying: Written or verbal statements containing falsehoods or omitting facts.</p>	<ul style="list-style-type: none"> • Detention or suspension 1-10 days
<p>7. Computer Misuse: Unauthorized access, modification or destruction of files and/or network operating systems, computer hardware and/or electronic information; includes any violation of the AUP.</p>	<ul style="list-style-type: none"> • Parental contact • Suspension 1-10 days • Responsible for repair/replacement costs • Possible loss of privileges • Possible recommended expulsion
<p>8. Extortion: Taking money or items of value through force, illegal activity, or ingenuity.</p>	<ul style="list-style-type: none"> • Referral to police • Suspension 1-10 days • Restitution
<p>9. False Alarms: Fire alarms or bomb threats.</p>	<ul style="list-style-type: none"> • Referral to police • Suspension – 5 day minimum • Possible expulsion

<p>10a. Fighting: On school property, to or from school, or at school-sponsored activities.</p> <p>10b. Fighting Words: Use of words that promotes or instigates a physical altercation on school property, to or from school sponsored activities.</p>	<p>9a. Fighting:</p> <ul style="list-style-type: none"> • Suspension: All parties 3-10 days • Possible recommended expulsion • Referral to counselor for conflict resolution • Referral to police <p>9b. Fighting Words:</p> <ul style="list-style-type: none"> • Suspension: All parties 1-10 days • Possible recommended expulsion • Referral to counselor for conflict resolution • Referral to police
<p>11. Forgery: Fraudulent means to use or obtain use of school-related documents.</p>	<ul style="list-style-type: none"> • Detention or suspension 1-10 days • Possible referral to police
<p>12. Gambling: Student involvement in betting or wagering.</p>	<ul style="list-style-type: none"> • Detention or suspension 1-10 days
<p>13. Gang or Gang-Like Behavior: Gang or gang-like activity of any kind on school property or at any school activities at any time; forming associations with other students who imitate gangs or who have similar characteristics; gang or gang-like attire; “ganging up” on other persons to harass, threaten or intimidate; creating a threatening environment; vandalizing or damaging property.</p>	<ul style="list-style-type: none"> • <u>1st offense:</u> - Attire may be required to be changed. - Detention or suspension 1-3 days • <u>2nd offense:</u> - Detention or suspension 3 - 10 days • <u>3rd offense:</u> - Possible recommended expulsion
<p>14. Habits or Bodily Conditions Detrimental to the School: Conditions under which the pupil is suspected of having a communicable disease or one who has persistently neglected personal hygiene to the point where it is disruptive.</p>	<ul style="list-style-type: none"> • Parental contact • Student will be required to correct the condition. • Possible removal from school setting.
<p>15. Harassment:</p> <p>A. Gender, Ethnic, Race, Color, Religious, Disability, and Age Conduct that shows hostility or aversion toward an individual for purpose/effect of creating an intimidating, hostile, or offensive environment.</p> <p>B. Other Harassment or bullying of others because of their physical appearance, sexual orientation, attire, or social economic status and incidents that occur after school hours and/or off-campus, initiated by students, staff or employees and directed toward employees of the school district shall be subject to discipline.</p> <p>C. Sexual Harassment: Unwelcome sexual advances; or</p>	<p>A and B:</p> <ul style="list-style-type: none"> • Detention or suspension 1 - 10 days • Possible meeting with Student Assistance Coordinator; must follow his/her recommendations satisfactorily • Possible referral to Police-School Liaison Officer • Possible referral for Risk Assessment • Possible restriction to access of Portage Public Schools’ grounds or attendance at extra-/co-curricular activities • Possible recommended expulsion <p>C. Sexual Harassment:</p> <ul style="list-style-type: none"> • Detention or suspension 1 – 10

requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature or sexual gestures.	<p>days</p> <ul style="list-style-type: none"> • Referral to Police-School Liaison Officer • Restriction to access of Portage Public Schools' grounds or attendance at extra/co-curricular activities • Possible referral for Risk Assessment • Recommended expulsion
16. Hazing: To harass or bully by exacting unnecessary or disagreeable work; to harass by banter, ridicule, or criticism.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days • Possible referral to police
17. Illegal Activities: Illegal activities not referred to in other portions of the <i>Code of Student Conduct</i> (breaking and entering, possession of keys, etc.).	<ul style="list-style-type: none"> • Suspension 1-10 days • Referral to police, if appropriate
18. Improper Bus Behavior: For safe transportation, students are expected to conduct themselves in accordance with all school rules and regulations while on the bus.	<ul style="list-style-type: none"> • Loss of bus privileges per bus referral procedures • Possible school suspension
19a. Inappropriate Behavior: Disrespectful student behavior or instigating inappropriate behavior. 19b. Disorderly Conduct: Horseplay, i.e., kickboxing, slap-boxing, pushing, shoving, etc.	<p>19a. Inappropriate Behavior</p> <ul style="list-style-type: none"> • Suspension 1-10 days • Loss of privileges <p>19b. Disorderly Conduct</p> <ul style="list-style-type: none"> • Suspension 1-10 days • Loss of privileges
20. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days • Student will be required to correct the condition.
21. Insolence: Attitudes or behavior insulting or contemptuous in speech or conduct.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days
22. Insubordination: Defiance of authority: the refusal of a student to comply with the reasonable requests of any school employee, such as fleeing; failure to identify/false ID.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days • Possible removal from class
23. Intimidation or Harassment (including bullying): Bullying or intimidating conduct towards school personnel, students, or others that poses a direct threat to safety, general order or discipline.	<ul style="list-style-type: none"> • Possible referral to police • Possible referral for Risk Assessment • Suspension 1-10 days or possible expulsion
24. Non-Productive Behavior: Not meeting reasonable academic expectations.	<ul style="list-style-type: none"> • Meeting with Student Assistance Coordinator and/or grade-level counselor • Detention or suspension 1-5 days • Possible exclusion/removal from class

25a. Obscenity: Vulgar acts in any form. 25b. Profanity: Directly or indirectly, written or unwritten, and directed towards staff, students or others.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days
26. Parking in Unauthorized Areas	<ul style="list-style-type: none"> • Detention, suspension, or loss of driving privileges
27. Persistent Disobedience: Persistent inappropriate behavior and non-compliance with the reasonable requests of school personnel.	<ul style="list-style-type: none"> • Suspension 5-10 days • Removal from class • Possible recommended expulsion
28. Possession of Dangerous Chemicals: Possession, transfer, use or threatening to use any chemical considered dangerous or capable of inflicting harm as determined by the administration (i.e., pepper spray).	<ul style="list-style-type: none"> • Suspension 1-10 days • Referral to police • Possible recommended expulsion
29. Public Display of Affection (PDA's), Inappropriate: Students are expected to conduct themselves as responsible, mature individuals.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days
30. Pyrotechnics: Use, possession, and/or production of any explosive, smoke- or odor-producing device, including caps and fireworks of any kind, is prohibited in or on school property.	<ul style="list-style-type: none"> • Referral to police • Suspension 1-10 days • Recommended expulsion
31. Sexual Assault: Any physical or verbal effort to intimidate or force, or attempt to force another person against his/her will into any sexually related activity.	<ul style="list-style-type: none"> • Suspension 10 days • Possible referral for Risk Assessment • Referral to police • Recommended expulsion
32a. Tardiness: Excessive tardiness. 32b. Truancy: Skipping classes; skipping school, and leaving class without permission.	<ul style="list-style-type: none"> • Refer to school policy • Referral to Juvenile Authorities if student is under sixteen (16) years of age.
33. Theft: The act of stealing and/or possessing stolen goods or found items.	<ul style="list-style-type: none"> • Suspension 1-10 days • Restitution • Referral to police • Possible recommended expulsion
34. Tobacco: Possession/use of tobacco in any form, including look-alike; what is represented as tobacco; in the presence of visible smoke, is prohibited on school property; to/from school or at any school event regardless of location. This includes any related paraphernalia (empty tobacco containers or substitute containers), possession of smoking materials, i.e. lighter, matches, etc.	<p>1st offense:</p> <ul style="list-style-type: none"> • Suspension 3-5 days • Confiscation • Meeting with Student Assistance Coordinator; must follow his/her recommendation satisfactorily • Referral to police <p>2nd+ offense:</p> <ul style="list-style-type: none"> • Suspension 5-10 days • Meeting with Student Assistance Coordinator; must follow his/her recommendations satisfactorily • Referral to police
35. Unauthorized Leaving of School Property: Leaving school grounds without authorization from the school office.	<ul style="list-style-type: none"> • Detention or suspension 1-10 days

<p>37. Vandalism: Defacing or destroying property of the school, staff, or students.</p>	<ul style="list-style-type: none"> • Suspension 1-10 days • Restitution • Referral to police • Possible recommended expulsion
<p>37a. Weapon Possession Possessing, using, threatening to use; transferring any weapon/instrument capable of inflicting harm or considered dangerous by the administration. The term weapon includes such items as a firearm, tazers, stun guns, (including a soft pellet gun or BB gun), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, paint ball guns, etc., (Weapons-Free School Zone Policy #5360) (State Law).</p> <p>37b. Other Weapons not specifically covered under School Code 380.1311, for example knives under 3 inches.</p> <p>This list is not meant to be all-inclusive.</p>	<p>37a. Weapons Possession</p> <ul style="list-style-type: none"> • Referral to police • Referral for Risk Assessment • Recommended expulsion <p>The law requires the superintendent or school administrator to contact the local police agency when a student is found in possession of any weapon.</p> <p>Excerpt from Revised School Code 380.1311: “If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon... the school board shall expel the pupil from the school district permanently.”</p> <p>37b. Other</p> <ul style="list-style-type: none"> • Suspension 1-10 days • Possible referral for risk assessment • Possible referral to police • Possible recommendation for expulsion
<p>38. Weapon Look-Alikes: Possessing, handling, or transmitting any object/instrument that is a “look-alike” weapon or instrument (including a starter pistol, rubber knife comb switchblade, toy guns, etc.).</p>	<ul style="list-style-type: none"> • Detention or suspension 1-10 days • Referral to police • Referral for Risk Assessment • Possible recommended expulsion
<p>39. Electronic Devices: Having a cell phone visible or in use during the instructional day.</p>	<ul style="list-style-type: none"> • Confiscation • Detention or suspension 1-10 days

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

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

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

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

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

Attendance

A student is required to have a full day of attendance on the day of extra/cocurricular activities.

Rationale

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

Standard

A student is expected to pass all classes throughout the marking period and acquire a minimum of 1.5 GPA for each semester.

Eligibility Probation:

During a marking period:

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

- Failing 1 class at the weekly checkpoints, or
- Earning less than a 1.5 GPA at the conclusion of the marking period.

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

Eligibility Exclusion:

During the marking period:

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

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

At the end of each semester:

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

Plan of Assistance:

The student is responsible for improving his/her grade to a satisfactory level. The Athletic Director or activity/club sponsor associated with the student's extra/co-curricular activity shall contact the student's counselor, who shall initiate intervention with the student and the classroom teacher to develop a Plan of Assistance designed to enable the

student to realize academic success. This planning shall occur during the week prior to probation/ineligibility taking effect.

A student may appeal his/her exclusion from participation in extra/co-curricular activities, athletic practices or contests to the appropriate grade principal/Athletic Director based upon his/her academic effort, attendance, prior behavioral record, etc. The parent/guardian shall be notified that this action is taking place.

Monitoring of Eligibility

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

High School Areas Included:

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

High School Areas Excluded:

Dances.

***PARTICIPATION IN EXTRA/CO-CURRICULAR ACTIVITIES:
STUDENT DISCIPLINE***

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

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

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

Rule

Regardless of the quantity, a student shall not:

Use or consume, be under the influence of, have in possession, buy, sell, or give away any controlled substance - including tobacco look-alike or what is represented as a drug, or any related paraphernalia.

This expectation applies to the entire calendar year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's personal medical use by his/her doctor. It is, however, the responsibility of the student to notify his or her coach that (s)he is taking such a medication.

Steroids

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

USE - A person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the Public Health Code, Act No. 368 of the Public Acts of 1978, being section 17766a of the Michigan Compiled Laws is guilty of a

misdemeanor, punishable by imprisonment for not more than 90 days, or a fine of not more than \$100.00, or both.

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

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

Extra/Co-curricular Activities Affected by the Rule

These are divided into two categories:

- Category I** All activities which are part of the interscholastic athletic program.
- Category II** Academic interscholastic activities and public performances (debate, forensics, band, choir, song leaders, drama and music productions).

***Consequences for Infractions of the Rule
(Controlled substances, look-alikes, related and paraphernalia, steroids)***

Category I: Interscholastic Athletics

First Violation

The student shall lose eligibility for participation in 20% of that area's originally scheduled contests or 20% of the season, whichever is greater. The exclusion shall be consecutive, starting with the first scheduled event. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Second Violation

The student shall lose eligibility for participation in 50% of that area's originally scheduled contests or 50% of the season, whichever is greater. The exclusion shall be consecutive, starting with the first scheduled event. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Third & Subsequent Violations

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

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

Category II: Interscholastic Academic Activities & Public Performances

First Violation

The student shall lose eligibility for participation in the next two (2) consecutive public and/or interscholastic events or two (2) weeks of a season in which the student participates, whichever is greater. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Second Violation

The student shall lose eligibility for participation in the next six (6) consecutive public and/or interscholastic events or six (6) weeks of a season in which the student participates, whichever is greater. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Third & Subsequent Violations

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

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

DISCIPLINARY APPEAL PROCESS

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

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

POLICY # 5300 (Revised: 5/2007)
SUBJECT: Code of Student Conduct, Discipline Rights and Responsibilities

The District shall maintain an educational environment that assures the health and safety of the students and staff along with the protection of District property. Proper conduct is essential (1) to develop and maintain a healthy teaching/learning environment, (2) to develop and maintain conditions necessary for an orderly, safe and efficient operation of

the school and the school program, and (3) to use as a teaching tool, illustrating that appropriate conduct is required to be a productive citizen.

Discipline shall be administered in a firm, fair, consistent, expedient and equitable manner, recognizing individual differences and circumstances as they relate to the education of all students.

At the direction of the Superintendent of schools:

- Regulations, rules and procedures governing student conduct and discipline shall be developed and published in a *Student Handbook* or Planner
- The school staff shall monitor and enforce rules and regulations on any school-owned property or at any school-approved function

The Code of Student Conduct will:

- Include discipline procedures to be followed by teachers and administrators
- Define unacceptable behavior at school, in classrooms, on school-owned premises, or while participating in school-approved functions.

The building administrator shall communicate the District's standards of behavior to his/her staff and students Parents of students to be aware of the Code of Student Conduct and building rules and procedures.

Regulation #5200 – Revised 12/2004 (Excerpt)
GRADING AND REPORTING: High School Level

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

Scholastic Grade Determination

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

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

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

To Calculate the Unweighted Grade for Marking Periods

At the end of a nine-week marking period, the teacher will total the points earned by each individual student **as well as the total points possible**. A student's points may be those from tests, daily quizzes, specific assignments, etc. The student's percentage score is then calculated by:

$$\frac{\text{Total Points Earned} \times 100\%}{\text{Total Points Possible}}$$

Student scores that result in .5 or higher should be rounded up. The following percentage scale applies.

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

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

To Calculate Final Semester Grades

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

1. **To receive credit toward graduation, each semester a student must take the exam and receive a passing grade in two of three grading components (1st marking period, 2nd marking period, and semester exam). A student who does not take the exam or pass two of three components shall receive a semester grade of an E.**
2. A culminating, semester written or oral examination or project will be given to all students and the value of such an examination or project is to be counted as 1/7 of the final semester grade. Instructional staff may use District Culminating Activity assessments in place of final semester exams. **In unique circumstances, a student may be exempt from taking such an examination or completing such a project with the advance, written permission of the building principal.**
3. The final grades for each of the marking periods, the grade earned on the final semester examination, project, or District Culminating Activity assessment may be averaged in determining a student's final semester mark.
4. The following unweighted values are assigned to the letter grades:

Unweighted Grade Values for Averaging Marking Periods

A	=	4.0	B-	=	2.7	D+	=	1.3
A-	=	3.7	C+	=	2.3	D	=	1.0
B+	=	3.3	C	=	2.0	D-	=	0.7
B	=	3.0	C-	=	1.7	E	=	0.0

The final semester grade is based on a composite of 2 nine-weeks' grades and the final examination/culminating assessment/project. Each nine weeks is worth approximately 43%, and the semester exam/project or District Culminating Activity assessment is worth approximately 14%. To achieve this computation, teachers should **triple** the grade point value for each of the 2 nine weeks' grades, but **not** triple the grade point value for the semester final exam, project or District Culminating Activity assessment. An example of this computation process follows:

Semester Final Grade Computation

	<u>Grade</u>	<u>Point Value</u>	<u>X</u>	<u>Factor</u>	<u>=</u>	<u>Final Point Value</u>
1 st Marking Period	C+	2.3	X	3	=	6.9
2 nd Marking Period	A	4.0	X	3	=	12.0
Semester Exam/Project/ Culminating Activity	A-	3.7	X	1	=	
				<u>7</u>		<u>22.6</u>

The sum of the Final Grade Point Value is 22.6. 22.6 divided by 7 = 3.228, the final grade point average.

A student should be given the advantage in borderline cases. For example, if the thousandth decimal place is .5 or greater, round the 100th digit up. In the example calculation given above where the Final Grade Point Value is 3.228, the value is rounded to 3.23.

Use the following chart to convert 3.23 to the Final Semester Grade of B+.

Unweighted Grade Value Range for Final Semester Grades

<u>Grade Value Range</u> <u>Semester Grade</u> <u>Computation</u>	<u>Final</u> <u>Semester</u> <u>Grade</u>	<u>Grade Value Range</u> <u>Semester Grade</u> <u>Computation</u>	<u>Final</u> <u>Semester</u> <u>Grade</u>	<u>Grade Value Range</u> <u>Semester Grade</u> <u>Computation</u>	<u>Final</u> <u>Semester</u> <u>Grade</u>
3.71 – 4.00	A	2.50 – 2.84	B-	1.15 – 1.49	D+
3.50 – 3.70	A-	2.15 – 2.49	C+	0.85 – 1.14	D
3.15 – 3.49	B+	1.85 – 2.14	C	0.70 – 0.84	D-
2.85 – 3.14	B	1.50 – 1.84	C-	0.00 – 0.69	E

Weighted Grade Values

For various purposes, including student Grade Point Averages and class rank, Excellence in Education Awards, and as criteria for National Honor Society membership, the district shall calculate weighted grades for high school courses designated by the District based on the content and rigor of the high school course, e.g. any course that earns college credit simultaneously, IB, Honors, AP. Weighted grade courses are identified in the High School Program of Studies. Weighted grade values, in addition to students' actual grade values, shall appear on their official high school transcripts.

The weighted grade values are as follows:

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

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

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

Or

$$\text{GPA} \times 250 + \text{SAT score} \div 1.6 = \text{Student score}$$

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

Criteria for determining weighted grade courses in the high school:

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

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

** Acceleration = an upper-grade course taken by a student in a lower grade, e.g., a 10th grader taking an 11th grade course

Transcripts

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

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

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

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

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

Credit may be granted to middle school students for course work offered exclusively as a high school or college curriculum. However, such credit may not be used to satisfy course requirements or the 26 credits required for graduation. Grades from these courses will be recorded consistent with all other sections of this regulation.

Optional Method for Semester Grade Computation

When unusual circumstances occur and special consideration is deemed appropriate, a teacher may elect another method to compute a student’s semester final grade. This computation method is based on the number of points a student has earned for each marking period and for the semester final examination/project or District Culminating Activity assessment. The **number of points** earned for each marking period is **tripled**, but the points earned on the semester final exam/project or District Culminating Activity assessment are **not** tripled. **This optional method is to be used only when a student’s grade as determined by the standard computation method may not truly reflect his or her overall achievement for a semester.** An example of this computation process follows:

Optional Semester Final Grade Computation

	Grade	Point Value	X	Factor	=	Final Point Value
1 st Marking Period	C+	236/300	X	3	=	708/900
2 nd Marking Period	A	497/500	X	3	=	1491/1500
Semester Exam/Project/ Culminating Activity	A-	135/150	X	1	=	135/150
				7		2334/2550

Divide the number of final point value (2334) by number of possible points (2550) = 91.5% = A

It is expected that this optional method is to be used **only if it results in an advantage to the student.**

A student may request that his or her instructor compute the student’s semester final grade by using the Optional Semester Final Grade Computation Method.

No additional credit for effort may be given when calculating the semester grade using the optional method.

Special Considerations

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

Pilot Programs

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

Grading of Off-Campus Courses

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

Pass/Fail Grading

In addition to High School Seminar Class, students, **with written parental approval,** may decide that grading in **one specified class per semester** be on a pass/fail basis. Students choosing this option must apply **not later than the third Friday of chosen**

semester. The determination of either a “pass” or a “fail” is subject to the computation methods as detailed in this regulation. Students enrolled in a Seminar Class can only receive a “pass” or a “fail” (no incompletes). Students seeking more information regarding pass/fail grading should refer questions to their building principal or their counselor.

Citizenship and Absences

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

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

Classroom absences recorded on a student’s report card are the **total times absent** during a marking period **regardless of the reason**. The absences marked on a report card reflect a student’s unverified absences, verified absences, and administratively verified absences.

Class Assignments

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

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

Enrichment Assignments

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

Make-Up Work

It is the responsibility of students to make arrangements with their teachers upon **the first day back to class after an absence** regarding assignments missed during the period of verified absence. A student’s make-up work may **not** be due **any earlier than the day after a student returns to class**, unless the student’s first day of absence occurs on a date on which a test, quiz, project, presentation, report, etc. had been previously schedule. **In this case, a student’s work is due on the first day of return.**

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

While the school will attempt to expedite the process of collecting make-up work assignments for students who are absent for extended periods, **at least 24 hours notice** from the parent or guardian is necessary in order to provide a student with a full set of make-up assignments due from all teachers involved. Teachers may deny make-up privileges if an absence or tardiness is **unverified**.

In the event of a student’s extended and consecutive period of absence due to illness or other excusable circumstances, **the maximum of 6 weeks from the date of a student’s return to school will be granted for the completion of make-up assignments.**

A student on suspension is required to make up all missed assignments or their equivalent as determined by each of the student's teachers. The building principal may require a suspended student to complete the work while serving suspension. If this is not the case, it is the student's responsibility to make arrangements with each of his or her teachers to make up work upon **the first day back to class. Failure to do so, or failure to complete the assignments within the time frame designated by the student's teacher(s), will result in loss of credit for the work.** When the disciplinary action is related to **truancy**, the opportunity for make-up credit may be denied.

Use of "Incomplete"

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

To Report Academic Standards and Student Achievement

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

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

- * Parent-teacher conferences will be held individually as warranted, at either the teacher's or the parents'/guardian's request, anytime throughout the year. **It is the teacher's responsibility to keep a written record of such individual conferences.**
- * The teacher will notify parents or guardians by telephone, mail, and/or by e-mail **within 10 school days** following a student's grade falling below a C- (69.5%). **It is the teacher's responsibility to keep a written record of any communications. The appropriate building/office will keep a record of all e-mail and postal correspondence.**
- * Report cards will be issued at the end of each marking period.
- * Parent-teacher conferences will be held twice each year
- * Parent Internet Viewer (PIV) is available to parents after the first three weeks of each school year.

POLICY #5330 (Revised: 6/2004 5/2007)

SUBJECT: Wrongful Removal, Malicious Destruction, Loss of School Property, or Negligent Damage

The Board of Education will not tolerate the wrongful removal or malicious destruction of school property. Any individual responsible for such an act, including loss of or damage to books and materials, shall reimburse the District for the full cost of the damage.

The Board authorizes the Superintendent to offer, at his/her discretion, a reasonable cash reward for information leading to the apprehension of any person who wrongfully

removes or maliciously destroys property of the District. The Superintendent shall report any reward offer to the Board at its next regular meeting.

Any student who wrongfully removes or maliciously destroys property of the District shall reimburse the District the amount of any reward that has been authorized and paid by the Board along with the amount of actual damages or restitution. If the responsible individual fails to make such payment voluntarily, a civil action for damages may be approved by the Board.

POLICY #5350 (Revised: 5/2007)

SUBJECT: Discipline for Student Misconduct (Excerpt)

The Superintendent shall have the power to suspend students temporarily from school when such disciplinary action is warranted.

The Board has the authority to expel students from school when the student's behavior indicates that his/her presence in school jeopardizes an effective teaching/learning situation or threatens the healthy environment of the school. The Superintendent shall present recommendations for expulsion to the Board.

General School Laws of Michigan*

"...the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711."

*(MCL 380.1311)

PROCEDURES FOR IMPOSING DISCIPLINE

I. Removal from Class

If a student disrupts or threatens to disrupt classroom instruction or poses a danger to persons or property, the student may be immediately removed from class and sent to the appropriate school administrator.

II. Teacher Imposed Suspensions

Portage Public Schools is committed to providing a safe and orderly environment in which students can learn and teachers can teach.

A teacher is authorized to remove and suspend a student from a class or activity when the student's behavior is so disruptive that it materially interferes with the ability to effectively teach or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to that class, subject or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who initiated the suspension.

Students attending separate class periods throughout the school day shall be permitted to attend other classes taught by other teachers if the student's behavior does not rise to a level requiring a multiple day suspension in accordance with the school's Student Code of Student Conduct.

III. Out Of School Suspension

Suspension is the temporary exclusion of a student from education or student privileges for a period of ten (10) school days or less which is imposed as discipline for misconduct. If a student is suspended, his/her parents shall be provided a written notification of the suspension and the misconduct that resulted in its imposition.

IV. Expulsion - Long Term Suspension

Expulsion is the exclusion of a student from education and all student privileges in the District by the Board of Education. A long-term suspension is the temporary exclusion of a student from education and/or student privileges for more than ten (10) school days by the Superintendent or Board. (Consult Board Policy #5350 for more information.)

V. Suspension of Special Education Students

Special Education students who violate school regulations or rules may be suspended. If a Special Education student accrues 10 days of suspensions, an IEPC meeting must be convened to determine if the student's conduct is a manifestation of his/her handicap. The student may remain in school pending the findings of the IEPC, unless the student cannot safely be contained within the school setting.

VI. Administrator's Responsibility in Notifying Parents of Suspension

A building administrator or person so designated has the authority to suspend a student and establish the conditions under which the student will be readmitted.

A building administrator shall attempt to notify the parent or guardian of the suspension prior to the time the student leaves the school premises. In all cases of suspension, a building administrator shall notify the parent or guardian by mailing a written notice unless the student has declared adult status.

POLICY #5360 (Revised 5/2007)

SUBJECT: Weapon-Free School Zone, Arson, Criminal Sexual Conduct (Excerpt)

From Revised School Code 380.1131:

If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, shall expel the pupil from the school district permanently.

The Board shall ensure that District buildings, facilities, vehicles, grounds and other property shall be free of threats to physical well being and safety by individuals possessing weapons.

Accordingly, the Board shall permanently expel a student from attending school in the District, if the student possesses a weapon in a weapon-free school zone, commits arson, or commits criminal sexual conduct while on District property. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

- The object possessed by the student was not intended for use as a weapon
- The student did not know that he/she was in possession of a weapon
- The student did not know that the object was a dangerous weapon
- The weapon was possessed by the student with permission of the school or of police authorities

Recordation and Referral:

All expulsions pursuant to this policy shall be entered and preserved on the student's official administrative (cumulative) record. This information shall be disseminated, as part of a student's record, to any other public or private school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to the institution. District personnel shall immediately report any incident involving arson, criminal sexual conduct, the possession of a weapon on District property, in writing, to the student's parent (if the student is unemancipated) and to the local law enforcement agency.

The District shall notify the individual's parent or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer for prosecution conduct by any individual which violates state or federal laws. (Consult Board Policy #5360 for more information)

Petitions for Reinstatement: Consult Policy #5360

Criteria for Reinstatement: Consult Policy #5360

Conditions for Reinstatement: Consult Policy #5360

Application to Special Needs Students:

This policy shall be applied in a manner consistent with the rights secured under federal law to students who are determined to be eligible for special education programs and services and/or who are eligible for programs and services.

If a student has not already been determined eligible for one or more of the programs and/or services identified in the preceding paragraph but there is reasonable cause to believe that the student is handicapped, the student shall be evaluated immediately by the District or the Intermediate School District and a determination made whether or not the student is handicapped and whether or not the student's misconduct was a manifestation of the student's handicapping condition.

POLICY # 5380 (Revised 5/2007)

SUBJECT: Student Rights and Responsibilities

Freedom of Speech

The Board recognizes and values individuals' rights. Therefore students will be permitted to express their personal convictions in school so long as their comments or actions do not convey disrespectful, profane, vulgar, slanderous, libelous or false intent. The school and the staff reserve the right to control the time and the place where students can voice their personal convictions.

Students who wish to use public address systems must have approval of a building administrator.

Freedom to Assemble

Students will be permitted to use school facilities to gather for those functions sponsored by the school so long as proper faculty supervision is present. When students assemble for purposes that are not sponsored by the school, one or more of the organizers of such gathering shall receive prior written permission from the building administrator. Board policies and regulations that apply shall be followed by those using District facilities.

Freedom to Publish and Distribute

Each school may designate school publications through which student opinion and news may be published. A building administrator shall not approve copy containing vulgar, profane, libelous and slanderous wording or false information.

Persons who wish to distribute material through means other than school publications shall request permission from a building administrator. The building administrator's decision shall be based upon factors such as content, vocabulary, and the intent of the writer. Such material must be signed by at least one person who is responsible for the content, and shall not be sold on school property except as a part of a school-sponsored activity.

Posters and other materials advertising an event or activity must be approved by a building administrator and placed only in approved locations.

Family Rights and Privacy Act

The Educational Rights and Privacy Act (FERPA) of 1974 requires school districts to make available to parents and students the contents of student records maintained by the school. Parents interested in examining their student's records, shall contact a building administrator where the student attends to make arrangements for the examination. If, after examination, the parent (or an adult student) finds any error or disagrees with the contents, he/she may challenge the records.

Title IX, Education Amendments of 1972

The District is required by Title IX of the Educational Amendments of 1972, as amended and Part 86 of the Rules and Regulations issued by the Department of Health, Education and Welfare that it not discriminate on the basis of gender in education programs and activities. This protection extends to and includes employment with the school district.

Student Searches

Given reasonable suspicion, school authorities may search a student, backpacks, purses, coats, lockers, automobiles, and other possessions. An administrator may seize any illegal, unauthorized or contraband materials discovered in the search. *Unauthorized* means any item dangerous to the health or safety of students or District personnel or disruptive of the function, mission or process of the school, or any item described as unauthorized in school rules. A student's failure to permit searches and seizures as defined in this policy shall be grounds for disciplinary action.

POLICY # 5400 (Revised 9/2005)
SUBJECT: Freedom From Harassment

The District shall maintain an environment that is free from any type of discrimination or ethnic intimidation including sexual harassment, insult, or intimidation. Intimidation or harassment may be manifested through:

- wrongful physical contact with another person
- destruction of personal property of another person
- name calling and other slurs
- threats by word or acts.

The Board expects full and consistent adherence to this policy by all staff and students so any harassment of students for any reason, whether it is based on characteristics that are stipulated in the district's nondiscrimination policies; or other characteristics such as but not limited to physical appearance, sexual orientation, attire, social or economic status; will be subject to discipline.

Any individual who believes he/she is a victim of sexual harassment, discrimination, or ethnic intimidation shall report such immediately to a building administrator or the District's Equal Employment Opportunity (EEO) officer.

Ethnic intimidation by any person on school property will not be tolerated. Any individual who believes he or she is a victim of ethnic intimidation shall report such immediately to a building administrator or the District's E.E.O. officer.

[Reference: MCL 328 Section 147b

**COMPUTER USAGE, INTERNET ACCESS,
and ACCEPTABLE USE AGREEMENT**

Portage Public Schools provides a technology-enriched educational environment. The District believes that technology should be an integral part of each student's educational experience. Each student is issued a computer user account enabling students to access the District's computers and network. This account also connects students to resources on the Internet.

The following Policies and Regulations describe the District's official position regarding technology and the Internet. Students and the parents of students are required to read and sign the PPSNet Acceptable use Agreement. The "Signature Sheet" must be on file in the building in which the student is enrolled. A new "Signature Sheet" will be required of all incoming students (at any grade level) when they initially enroll and again when they are promoted to 6th grade and also when they become freshmen at one of our high schools.

Parents may exclude their children from having computer access and/or Internet access by completing the "Opting Out" forms, which are available in each building and which must be completed annually.

POLICY #5420 (Revised 5/2007)
SUBJECT: Use of Technology

Use of District provided technology is a privilege extended to students, faculty, and staff to enhance learning and exchange information. The District expects efficient, ethical, and legal utilization of any technology resource. Each user of technology shall read the privileges and responsibilities associated with using the equipment and networks provided by the District and sign the appropriate documentation before use. District

technology is not intended to be considered private and should not assume confidentiality when using these resources.

A violation may result in the termination and denial of future access to technology resources.

POLICY #5430 (Revised 5/2007)

SUBJECT: Internet Filtering

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

The District shall filter incoming Internet data/audio/visual materials to exclude content that is not appropriate to the learning and research activities of students. The District's guidelines for determining the appropriateness of other instructional materials shall be applied to Internet content.

REGULATION #5420 (Revised 6/2004)

SUBJECT: Electronic Communications and Acceptable Use Agreement (Excerpt)

**PPSNet EDUCATIONAL NETWORK
ACCEPTABLE USE AGREEMENT**

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

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

Terms and Conditions

Purpose and Acceptable Use

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

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

2. PPSNet has **not** been established as a public access server or a public forum. PPS retains the right to place reasonable restrictions on the materials users access or post through PPSNet. In addition, users are expected to abide by the rules set forth in their school's or district's policies, and all applicable laws and regulations when using PPSNet.
3. Users may express opinions on political issues. However, PPS prohibits the use of PPSNet for political lobbying.

4. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other than data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.
5. Users must respect the legal protection provided by copyright and license to programs and data.
6. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
7. Users must monitor e-mail on a regular basis (at least once a month) and delete mail from the personal mail directory to avoid excessive use of the file server hard disk system.
8. Users are responsible for maintaining the integrity of the electronic mail system, which includes reporting all violations of privacy to PPSNet. The user is responsible for making sure all email sent or received by him/her does not contain pornographic or indecent material, copyrighted material, inappropriate information or any other information which may be potentially threatening or dangerous to others in PPSNet and KRESANet.
9. Users who can identify a security problem on the PPSNet must notify the PPS Technology Department and not demonstrate the problem to others.
10. Web Pages: Refer to PPS Regulation 1110.4 Web Site Information and Images.

Unacceptable Use

1. PPS prohibits the use of KRESANet and PPSNet for commercial or for-profit purposes. This means that users shall not offer, or provide products or services through KRESANet or PPSNet. Users who have accounts providing home access to the Internet through KRESANet and PPSNet may purchase personal products or services that are lawful. The user agrees to be fully responsible for any financial obligations arising from purchases via KRESANet and/or PPSNet. The user agrees to hereby release K/RESA and PPS, their personnel, and any institution affiliated with them from any and all liability arising out of, or in any way connected to, any purchase by the user including, but not limited to, purchase(s) made by user which are related to the official business of the user's educational institution, personal, or unauthorized purchases.
2. Use of obscene, profane, lewd, abusive, threatening, discriminatory or harassing language is prohibited on PPSNet. This prohibition applies to public messages, private messages, and material posted on web pages.
3. Users shall not engage in any unlawful activity over PPSNet.
4. PPS prohibits the use of PPSNet to access or post pornographic materials, indecent material, or inappropriate information. It is the user's responsibility to ensure that such material is not accessed or posted.
5. Users agree to not knowingly or recklessly post false or defamatory information about a person or organization.
6. Plagiarism and copyright infringement is prohibited. Users shall not take ideas or writings of others and present them as if they were their own. Also, users shall not

inappropriately or illegally reproduce on PPSNet a work protected by copyright. Respect the rights of copyright holders.

7. Users agree to not intentionally attempt to disrupt PPSNet or destroy data accessible through PPSNet by spreading computer viruses or by any other means.
8. Posting chain letters on KRESANet and PPSNet is prohibited.
9. Users shall not bombard other users with email messages or send annoying messages to other persons or organizations on KRESANet or PPSNet.
10. Users shall not forge (spoof) electronic mail messages or IP addresses.
11. PPSNet prohibits the sharing of user names and passwords. Users must not let anyone else use their user name or password.

Liability

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

Rights and Violations

1. Users should expect only limited privacy in the contents of personal files on PPSNet. PPS makes no guarantees of any kind, expressed or implied, regarding the privacy of electronic mail or any other telecommunications transmitted or received over PPSNet, a monitored telecommunications network. Routine maintenance and monitoring of PPSNet may lead to the discovery that a user has violated this agreement, policies of his/her educational institution and/or the law.
2. If there is reasonable suspicion that the user has violated this agreement, PPS policies or procedures, or the law, PPS will conduct a search of individual user files. This search and investigation will be reasonable and related to the suspected violation.
3. In the event there is a suspected violation of this agreement, PPS policies or procedures, or the law, the user will be provided with notice and an opportunity to be heard before the user's access is suspended or terminated. In addition, improper use of PPSNet may also lead to further disciplinary action consistent with the user's educational institution's policies and procedures.
4. A user's access to PPSNet may be suspended or terminated for a violation of this agreement. If the user's account privileges are terminated, PPS will not refund any use fee or portion thereof. Users shall not use PPSNet while access privileges are suspended or revoked.

POST SECONDARY ENROLLMENT OPTIONS

Since 1991 Michigan school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment." Effective April 1, 1996, Public Act 160 created the *Postsecondary Enrollment Options Act*, which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students must meet the requirements for an endorsed diploma in all three subject areas of the High School Proficiency Test (HSPT): communication skills, mathematics, and science; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements. Also, students in grade 12 may take courses in subjects for which there are no endorsements, such as history, political science, psychology, computer science or foreign language courses not offered by the school, and fine arts programs as permitted by the district, as long as they have attained at least one endorsement.
3. Students must be enrolled in both the school district and post secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The college courses must not be offered by the district. An exception to this could occur if the board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the post secondary institution.

Students who believe they are eligible and who wish to take advantage of this option should contact the counseling office for further information.

POSTSECONDARY OPTIONS ACT -- UPDATE FOR 2000

Public Act 258 of 2000 created the *Career and Technical Preparation Post Secondary Options Act*, which provides post secondary enrollment options for students in career and technical preparation programs in the same manner that is described above for academic dual enrollment. Eligible students will be allowed to enroll in courses or programs at eligible post secondary institutions including state universities, community colleges, or independent nonprofit degree-granting colleges or universities located in Michigan.

An eligible student is one enrolled in at least one high school class in at least grade 11 who has achieved endorsement in all student areas of the High School MEAP test. However, if a student has not earned endorsement in all subject areas, a student may also be eligible if the student has achieved endorsement in mathematics along with a qualifying score on a nationally or industry-recognized job skills assessment test as determined by the Department of Career Development. Students who believe they are eligible and who wish to take advantage of this option should contact the counseling office for further information.

CIVIL RIGHTS LEGISLATION

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

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

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

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

AGE DISCRIMINATION ACT OF 1975

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

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

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

LIMITED ENGLISH SKILLS

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

GRIEVANCE PROCEDURE

For

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1973

SECTION 504 OF THE REHABILITATION ACT OF 1973

AGE DISCRIMINATION ACT OF 1975

Section I

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

Mr. John Manske
District Legal Counsel
Portage Public Schools
8111 South Westnedge Avenue
Portage, MI 49002
(269) 323-5171

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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

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

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

Statement of Philosophy

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

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

Participation of Athletes in Sports

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

Requirements for Participation

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

1. Physical examination completed and card turned in to the Athletic Office.
2. All eligibility requirements have been satisfied.

3. Emergency treatment release card is on file with trainer.
4. Training regulations contract is on file in the Athletic Office.
5. Insurance information is on file in Athletic Office.
6. Full day of attendance on day of games.

Important Information on Insurance and Athletics

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

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

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

ATHLETE RESPONSIBILITIES

Of a Portage School Athlete

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

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

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

To Yourself

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

To Your School

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

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

To Others

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

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

Specific Responsibilities of Athletes

Athletes are in school first for an education. Moreover, an interscholastic athletic program has a proper place in Portage Public Schools only when it is an educational function. The values of athletics are many. However, it is not always easy to contribute to a great athletic tradition. To compete for one’s school may mean having to say “no” to

influences that an athlete cannot afford. To get the most out of athletic competition, athletes must be aware of assuming certain responsibilities, namely:

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

ATHLETIC PROGRAM RESPONSIBILITIES

The Superintendent of Schools

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

The Assistant Superintendent of Instruction

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

The Principal

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

The Assistant Principal/Athletic Director

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

The Assistant Principal / Athletic Director shall:

1. Be responsible to the building principal.
2. Supervise and coordinate the interscholastic and/or intramural athletic program.
3. Serve in an advisory and assisting role to the Assistant Superintendent of Instruction, secondary principals, and the athletic department.
4. Coordinate such system-wide athletic programs, activities, and related procedures as shall be designated by the building principal within the policies and regulations previously approved by the appropriate authorities.

THE COACHES' RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

ACADEMIC ELIGIBILITY REQUIREMENT

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

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

Secondary students who want to participate in extra/co-curricular activities will need to meet specific academic standards set by the Board of Education. The academic eligibility standards set by the Board of Education are designed to encourage academic success as well as the development of self-concept, social skills, and citizenship. At both the middle and high school levels, the expectation is for students to pass all classes. **[Refer to "Participation in Extra/Co-curricular Activities: Academic Eligibility", page 28]** Regulations governing high school eligibility as established by the Michigan High School Athletic Association apply to Portage Public School athletes by virtue of membership in that organization.

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

Enrollment in a school beyond the fourth Friday after Labor Day (1st Semester) or fourth Friday of February (2nd Semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this Rule.
5. SEMESTERS OF COMPETITION - A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters.
6. A student shall be limited to participation in only one sports season when that sport, leading to a state championship, is sponsored twice during the school year.
7. UNDERGRADUATE STANDING - A student who is a graduate of a regular four-year high school or who is a graduate of a secondary school that has the same requirements for graduation as a regular four-year high school shall not be eligible for interscholastic athletics. However, a student who satisfactorily completes the required number of credits for graduation in less than eight semesters shall not be barred from interscholastic athletic competition, while passing at least twenty (20) credit hours of undergraduate work, until the end of the eighth semester as far as the provisions of this Section are concerned.
8. PREVIOUS SEMESTER RECORD - No student who does not have to his or her credit on the books of the school represented, at least twenty (20) credit hours of work for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive, shall compete in any athletic contest during any semester.
9. In determining the number of hours of credit received during a semester under this Rule, the usual credit allowed by the school shall be given. However, reviews and extra-curricular work, and work for which credit previously has been received, shall not be counted. Deficiencies, including incompletes, conditions, and failures from a previous semester may be made up during a subsequent semester, summer session, night school, by correspondence or by tutoring. Eligibility may be reinstated during the next semester when the school accepts the credit.
10. CURRENT SEMESTER RECORD - Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least twenty (20) credit hours when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least twenty (20) credit hours, that student is ineligible for

competition for not less than the next Monday through Sunday, and so on until the student is passing twenty (20) credit hours from the start of the semester through the most recent eligibility check. (Portage Public Schools has adopted additional eligibility requirements as outlined elsewhere in the handbook).

11. TRANSFERS - A student transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic contest for 1 full semester in the school to which the student transfers, or the student qualifies under one or more of the following exceptions:
 - b) A student moves into a new public school district with the persons with whom he or she was living during his or her last school enrollment.
 - c) A student who has not been living with a parent or parents and moves into a new public school district to reside with his or her parents, the single parent if divorced or legally separated, or only living parent who already resides in that district or area.
 - d) A student is a ward of the court or state and is placed in a district or school service area by court order. Guardianship does not fulfill this requirement.
 - e) A foreign exchange student is placed in a district or school service area by a bona fide exchange program (as determined by the MHSAA).
 - f) A student marries and establishes a new residence in a new district or school service area.
 - g) A student transfers to another school because his or her school ceases to operate.
 - h) A student in attendance at a school designated by the governing body of that school as the result of reorganization, consolidation or annexation, or at the public school in the district where he or she resides.
 - i) A student from divorced or legally separated parents moves from one district into a new school district with or to one of those parents and the principal of each of the two schools involved signs the Education Transfer Form which certifies the reason for the move as it relates to the divorced/ separated parents. The transfer is permitted under this exception one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition.
 - j) A student is transferred within a school system, for other than athletic purposes, as a result of the initiative and order of the Board of Education or the governing body of a private or parochial school system.
 - k) A student enters in the ninth grade of a four-year high school and has not been previously enrolled in the ninth grade.
 - l) A student completes the last grade available in the school system previously attended.
 - m) A student eighteen (18) years or older moves out of the school district or service area of the school he or she previously attended and into a new district or service area, without being accompanied by a parent or parents, and both principals sign the Educational Transfer Form certifying the transfer is in the best educational interest of the student. The transfer is permitted under this exception one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition.

- n) A student becomes a bona fide boarding student of a boarding school, as defined in the school code, and the principal of each of the two schools involved signs the Educational Transfer Form. The transfer is permitted one time and must be approved by the Executive Director before the student competes in interscholastic athletic competition.
 - o) A full semester is defined under this Regulation as one in which a transfer occurred not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester), or 90 school days from the date of enrollment in the receiving school for those requests approved by the Executive Committee.
 - p) The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. The offending school shall be placed on probation for one year and offending coach or coaches not be permitted to coach for a one year period.
 - q) A student whose name has been entered into an MHSAA meet or tournament is not eligible during the meet or tournament in the same sport in the same season at a second school, even if the student completes an otherwise legal transfer to the second school. In football, a student may not change schools after the sixth playing date that season and become eligible to compete in the football play-offs at the second school.
12. AWARDS - A student may accept, for participation in athletics, a symbolic or merchandise award that does not have a value or cost in excess of \$25.00.
 13. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.
 14. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events, if accepted in kind, are permitted under this Regulation.
 15. A student shall be ineligible under this Regulation if he/she accepts awards in violation of its provisions only in the following activities: Baseball, Basketball, Cross Country, Football, (11-man, 8-man, or 6-man), Golf, Gymnastics, Ice Hockey, Skiing, Soccer, Softball, Swimming, Tennis, Track, Volleyball, or Wrestling.
 16. A student violating this Regulation shall be ineligible for interscholastic competition for a period of not less than one full semester from the date of the student's last violation.
 17. A full semester is defined under this Regulation as one in which a violation occurs not later than the fourth Friday after Labor Day in the first semester, and the fourth Friday of February in the second semester. If the violation occurs after either date a student is ineligible for the balance of that semester and the succeeding semester.
 18. AMATEUR PRACTICES - No student shall be eligible to represent his or her high school who: (1) has received money or other valuable consideration from any source for participating in athletics, sports, or games listed in Section B; (2) has received money or other valuable consideration for officiating in interscholastic athletic contests; or (3) has signed a professional athletic contract.
 19. A student shall be ineligible under this Regulation if he or she violates its amateur provisions only in the following activities: Baseball, Basketball, Cross Country,

Football (11-man, 8-man or 6-man), Golf, Gymnastics, Ice Hockey, Skiing, Soccer, Softball, Swimming, Tennis, Track, Volleyball, or Wrestling.

20. A student ineligible under this Regulation may not apply for reinstatement until the equivalent of one full school year of enrollment has elapsed following the date of his or her last violation.
21. **LIMITED TEAM MEMBERSHIP** - A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests/days of competition and maximum of the remainder of that school year. The following exceptions to this Regulation will apply:
 - a) Ice hockey and all individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice.
 - b) During a season an individual may participate in a maximum of two (2) individual sports meets or contests in that sport while not representing his or her school.
 - i) Points earned, weight established, times or records established shall not count toward any qualifying requirements for MHSAA meets or tournaments.
 - ii) Meets or tournaments entered under the above provisions shall not affect the number of games, contests, or days of competition specified for each school team and individual under Regulation II, Sections 10 and 11 of the *MHSAA Handbook, 2007-2008*.
 - c) A student shall not compete at any time in any sport under MHSAA jurisdiction in any of the following events:
 - i) "All-Star" contests, regardless of the method of selection.
 - ii) "All-Star" fund-raising events or similar exhibitions if they involve contestants other than the student's school.
 - iii) Any event that is or purports to be a national high school championship, or the qualification thereto. Participation in such a contest by a high school student shall cause that student to become ineligible for all interscholastic athletics for a maximum period of one year of school enrollment from the date of the athlete's last violation of this Regulation.
 - d) A student may participate as an individual at any time without loss of interscholastic eligibility:
 - i) As a member of a National Team, which is defined as one selected by the National Governing Body of the sport on a national qualification basis either through a defined selective process or actual tryouts for the purpose of international competition which requires the entries to officially represent their respective nations, although it is not necessary there be team scoring by nation; or
 - ii) In an Olympic Development Program, which is defined as one funded by the United States Olympic Committee and conducted or authorized by the National Governing Body of the sport involved.

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

Conduct of an Athlete

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

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

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

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

GROOMING AND DRESS POLICY

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

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

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

OTHER REGULATIONS GOVERNING ATHLETIC PARTICIPATION

1. **ATHLETES WILL BE EXPECTED TO REMAIN A SQUAD MEMBER FOR THE FULL SEASON.** – When an athlete begins a season and dresses for the first contest in that sport, and then decides to drop that sport, participation will not be allowed in the next sport until completion of the original season. In order to receive an award, athletes shall maintain squad membership even past the last scheduled contest by returning equipment, attending all squad meetings, maintaining Basic Training Rules of Conduct for Athletes in the Portage Public Schools, and attending the Sports Award Program.

2. **EQUIPMENT** – School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation. Athletes are to wear only department-approved equipment.
3. **MISSING PRACTICE** – An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be a good reason for missing practice or a game.
4. **TRAVEL** – All athletes must travel to and from out-of-town athletic contests in transportation provided by the Athletic Department unless the coach grants specific permission. Athletes will remain with their squad and under the supervision of a coach when attending away contests. All regular school bus rules will be followed when applicable including: (a) food, (b) noise, (c) remaining in seats, and (d) care and respect for equipment. Always dress appropriately and in good taste.
5. **COLLEGE RECRUITMENT POLICY** – In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the Athletic Department. Inform your coach of such a contact as soon as possible.
6. **CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES** – An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The Portage Public Schools offers the opportunity for a broad range of experiences in the area of extra/co-curricular activities. And to this end, will attempt to schedule events in a manner so as to minimize conflicts.

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

7. An athlete must work to his/her academic potential in his/her academic subjects. He/she must also display good school citizenship at all times. Disciplinary action taken by the school may be supplemented by additional disciplinary action by the Athletic Department.
8. An athlete shall not participate in athletic practices on the day he/she has been absent from any class without just reason and/or prior approval. If an athlete is too ill to attend class, he/she is too ill to participate in athletics. It is expected that students attend at least four (4) classes in order to participate in after-school practices scheduled on that date.
9. **SUNDAY PRACTICES** – Sunday practices should not be held for any sport.

DEFINITION OF TERMS

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

