



**Parent / Student Handbook
for
Portage High School**

This Student Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year and to provide specific information about certain board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the principal, guidance counselor, or home/school advisor. This Handbook replaces all prior Handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised after this Handbook is approved by the Board of Trustees, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

Portage Township Schools
6240 U.S. Highway 6
Portage, IN 46368
Phone 219-762-6511 Fax 219-763-8009
Superintendent- Dr. Amanda Alaniz

School Board

President	Andy Maletta
Vice President	Wilma Vazquez
Secretary	Troy Williams
Trustee	Shaunna Finley, Ph.D
Trustee	Lori Wilkie

BOARD OF EDUCATION MESSAGE

The information on the following pages was approved by the Superintendent and the School Board and is in concert with Portage Township Board Policy. The School Board, by adopting this code of student conduct, is indicating to students, parent/guardian(s), staff and the community our desire to provide a positive atmosphere for learning. It is our intent to ensure that students' rights are respected and preserved during the pursuit of their education and to encourage self-discipline in this endeavor. When it is necessary for staff to take corrective action, it is to be done justly and fairly. This written document outlines the framework that will be used in Portage Township Schools. It is governed by the Board of Education and the laws of the State of Indiana and the United States. It also outlines acceptable and unacceptable behavior allowing the students to adjust to the school environment in an acceptable way. The Board of Education expects the atmosphere in each school to be positive for all students and supports all fair action necessary to provide this positive atmosphere. The Board also encourages the public to read this document and to be aware of the rights and responsibilities of Portage Township students.

Board of Education
Portage Township Schools

This handbook and discipline code was adopted by the Portage Township Schools Board of Trustees on:

Facebook: <https://www.facebook.com/pages/Portage-Township-School-Corporation/252034268341192>
Webpage: www.portage.k12.in.us
Twitter: **#pts_excels**

TABLE OF CONTENTS

INTRODUCTION	8
DISTRICT MISSION	8
DISTRICT VISION	8
DISTRICT GOALS	8
BELIEF AND VALUE STATEMENTS	8
ADMINISTRATIVE STAFF: PORTAGE HIGH SCHOOL	9
GUIDANCE COUNSELORS	9
SCHOOL SOCIAL WORKER/ HOME SCHOOL ADVISOR/ STUDENT SERVICES	10
HIGH SCHOOL OFFICES	10
DISTRICT OFFICES	10
SCHOOL CALENDAR 2020-2021	11
BELL SCHEDULE	12
WHERE DO YOU GO WITH A QUESTION OR CONCERN	13
SECTION I - GENERAL INFORMATION	14
SCHOOL DAY	14
STUDENT RESPONSIBILITIES	14
ADVERTISING OUTSIDE ACTIVITIES	14
AMERICANS WITH DISABILITIES ACT (Policy 2260.01)	15
ANNOUNCEMENTS	15
ATHLETICS (Policy 2431)	15
BOOK RENTAL AND FEES (Policy 6152)	15
BOOKSTORE	15
BULLYING (Policy 5517.01)	15
CAFETERIA AND LUNCH PERIOD	16
CARE OF PROPERTY (Policy 5513)	16
CHANGE OF ADDRESS OR PHONE NUMBER	16
CHEATING AND PLAGIARISM	16
COMPUTERS/iPads- RESPONSIBLE USE POLICY	17
CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY (Policy 5840)	18
DELIVERIES	19
DRESS/GROOMING (Policy 5511)	20
DRIVER'S LICENSE OR LEARNER'S PERMIT INVALIDATION	20
EARLY DISMISSAL (Policy 5230)	20
EMERGENCY CLOSINGS AND DELAYS	20
ENROLLING IN THE SCHOOL (Policy 5111)	21
EQUAL EDUCATION OPPORTUNITY (See Policy 2260)	21
FEES AND CHARGES (Policy 6152)	21
FIELD TRIPS (Policy 2340)	21
FIRE, TORNADO, AND SAFETY DRILLS (Policy 8420)	21
FOOD ALLERGIES	22
FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)	22
HOMELESS STUDENTS (Policy 5111.01)	22
IMMUNIZATIONS (Policy 5320)	22
INJURY AND ILLNESS	22
LEAVING SCHOOL	22

TOGETHER WE EXCEL

LOCKERS (Policy 5771)	23
LOST AND FOUND	23
MAKE-UP WORK/TESTS	23
MEAL CHARGE PROCEDURE (Policy 8500.02)	23
MEDICAL/MEDICATIONS (Policy 5330)	24
SELF-ADMINISTERED MEDICATION (Policy 5330.01)	24
NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS	25
DIABETIC TREATMENT	25
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS (Policy 8450)	25
CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8453)	25
NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 5730)	25
PARENTS AS PARTNERS	25
PASS PROCEDURES	25
PERSONAL COMMUNICATION DEVICES (PCDs) (Policy 5136)	26
PROTECTION AND PRIVACY OF STUDENT RECORDS- FERPA(Policy 8330)	26
REASONABLE AFFECTION	27
SCHOOL EQUIPMENT AND FACILITIES (Policy 7530)	27
SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)	27
SCHOOL TELEPHONES	28
SELF-TRANSPORTATION	28
SERVICE ANIMAL (Policy 8390)	28
STUDENT ASSISTANTS	28
STUDENT EMPLOYMENT (Policy 5895)	28
STUDENT EMPLOYMENT- WORK PERMIT	29
STUDENT ENGAGEMENT	29
STUDENT ID's (Policy ____)	29
STUDENT SALES	29
STUDENT VALUABLES	29
STUDENT WELL-BEING	30
SUICIDE PREVENTION HOTLINE INFORMATION	30
TECHNOLOGY RESOURCES (Policy 7540.03)	30
TRANSFER OUT OF THE CORPORATION (Policy 5131)	30
WITHDRAWAL FROM SCHOOL (Policy 5130)	30
YEARBOOK	31
SECTION II - ACADEMICS	32
ACCELERATED CREDIT	32
ALTERNATIVE EDUCATION PROGRAM (TRIBE) (Policy 2451)	32
ASSESSMENT (Policy 2623)	32
AUDITING COURSES	33
CAREER AND TECHNICAL EDUCATION	33
CAREER AND TECHNICAL EDUCATION- TRANSPORTATION RULES	35
CAREER AND TECHNICAL EDUCATION- ATTENDANCE	35
CREDIT RECOVERY	35
GRADES- (Policy 5421)	35
GRADUATION	37
GRADUATION POLICY	37
GRADUATES - EARLY (Policy 5464)	37
GRADUATES - MID TERM	38
GRADUATION REQUIREMENTS (511 IAC 5-3-1 to 2, 7-7-1 to 15; Policy 5460)	38

TOGETHER WE EXCEL

GRADUATION REQUIREMENTS (CREDITS)- CLASS OF 2016 AND BEYOND	38
For the Core 40 with Academic Honors diploma, students must:	39
For the Core 40 with Technical Honors diploma, students must:	39
GRADUATION QUALIFYING EXAM (ISTEP - ENDS WITH THE CLASS OF 2022)	40
GRADUATION QUALIFYING EXAM WAIVER REQUIREMENTS (expires June 30, 2022): (IC 20-32-4-4)	40
Evidence-based Waiver	40
Work-readiness Waiver	40
Children with disabilities (IC 20-32-4-5)	40
Postsecondary Readiness Competency Waiver (effective July 1, 2018): (IC 20-32-4-4.1)	41
GRADUATION PATHWAYS	41
Bucket 1: Earn at least one diploma designation	41
Bucket 2: Learn and demonstrate employability skills	41
Bucket 3: Demonstrate postsecondary ready competencies	41
HOMEWORK (Policy 2330)	42
HOMEWORK REQUEST	42
HONORS COURSES	42
HONOR ROLL	42
MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT	42
PEER TUTORING	42
RECOGNITION OF STUDENT ACHIEVEMENT	42
National Honor Society	43
Academic Lettering	43
Academic Hall of Fame	43
ACES	43
REPORT CARDS	43
SCHEDULING AND ASSIGNMENT OF COURSES (Policy 5120)	43
Schedule change procedures	44
Dropping a course	44
SCHOOL FLEX SCHEDULE (IC 20-30-2-2.2)	44
STUDY HALL	44
SUMMER SCHOOL	44
TRANSCRIPTS AND TRANSCRIPT REQUESTS	44
SECTION III - SAFE EDUCATIONAL ENVIRONMENT	45
SCHOOL CAMERAS (Policy 7440)	45
SAFETY AND SECURITY	45
ANTI-HARASSMENT (Policy 5517)	45
HARASSMENT: RACE/COLOR/RELIGION/NATIONAL ORIGIN/AGE/DISABILITY/OTHER (Policy 5517)	46
Verbal	46
Nonverbal	46
Physical Contact	46
KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE (Policy 4217)	46
SEARCH AND SEIZURE (Policy 5771)	46
SEXUAL HARASSMENT (Policy 1662)	46
SMOKING/TOBACCO/OTHER RELATED PRODUCTS	47
STUDENT SUGGESTIONS AND COMPLAINTS (Policy 5710)	47
USE OF AN OBJECT AS A WEAPON (Policy 3217)	47
VISITORS (Policy 9150)	48
SECTION IV - TRANSPORTATION	49

BUS TRANSPORTATION (Policy 8600)	49
BUS CONDUCT	49
Previous to loading (on the road and at School)	49
During the trip	49
Leaving the bus	49
RULES & CONSEQUENCES	49
SCHOOL BUS CAMERAS	50
SECTION V - ATTENDANCE	51
ATTENDANCE (Policy 5200)	51
ATTENDANCE POLICY	51
EXCUSED ABSENCES	51
CLASS TRUANCY/"MOD TRUANCY"	52
STUDENT VACATIONS	52
SUSPENSION FROM SCHOOL	52
TARDY POLICY	52
TRUANCY AND TRUANCY REFERRALS (Policy 5200.01)	52
UNEXCUSED ABSENCES	53
SECTION VI- CORPORATION BEHAVIORAL EXPECTATIONS	54
STANDARDS OF BEHAVIOR	54
CREATING SAFE, SUPPORTIVE AND INCLUSIVE SCHOOLS:PROMOTING POSITIVE STUDENT BEHAVIOR	54
ADDRESSING BULLYING AND BIAS-BASED BEHAVIOR	54
SECTION VII - DISCIPLINE	56
PHILOSOPHY	56
CLASSROOM CLIMATE	56
CODE OF CONDUCT (Policy 5600)	56
Violations of the Code of Conduct may be punishable by suspension or expulsion:	56
CODE OF CONDUCT AND STUDENT BEHAVIORS ENFORCEMENT	56
DETERMINING THE DISCIPLINARY RESPONSE	57
PROGRESSIVE DISCIPLINE	57
WHERE AND WHEN THE DISCIPLINE CODE APPLIES	59
DISCIPLINE: DUE PROCESS RIGHTS	59
HALLWAY BEHAVIOR	59
EXPULSION (Policy 5610)	59
APPEALS	60
MANIFESTATION DETERMINATION REVIEW	60
WEDNESDAY CLASS/ EXTENDED WEDNESDAY CLASS	60
RULES AND PROCEDURES FOR WC/XWC	60
RESTORATIVE PRACTICES	60
RESTORATIVE PRACTICE ROOM (RPR)	60
SUSPENSION	60
USE OF BREATH-TEST INSTRUMENTS	61
USE OF SECLUSION AND RESTRAINT (Policy 5630.01)	61
WEAPONS (Policy 5772)	61
LEVEL 1- DISCIPLINE (GRADE 6 - 12)	62
LEVEL 2- DISCIPLINE (GRADE 6 - 12)	63
LEVEL 3- DISCIPLINE (GRADE 6 - 12)	64
LEVEL 4- DISCIPLINE (GRADE 6 - 12)	65
LEVEL 5- DISCIPLINE (GRADE 6 - 12)	67

SECTION VIII- ATHLETICS AND EXTRA-CURRICULAR	68
OBJECTIVES OF THE ATHLETIC PROGRAM	68
PORTAGE ATHLETIC CODE OF CONDUCT	68
INTRODUCTION	68
GENERAL INFORMATION	69
ELIGIBILITY AND PARTICIPATION RULES	69
CONCUSSION AND SUDDEN CARDIAC ARREST FORM	69
INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION RULE SUMMARY	69
AGE	69
SCHOLARSHIP	69
CONSENT FORM	69
AMATEURISM	69
INTERNET AGREEMENT/PARENT CODE OF CONDUCT	69
CONDUCT, CHARACTER, DISCIPLINE	69
PHS RULES FOR ATHLETIC PARTICIPATION:	69
INDIAN CODE OF CONDUCT	70
PROCEDURES FOR HANDLING VIOLATIONS	70
OTHER ATHLETIC DEPARTMENT POLICIES	71
SCHOOL FIGHT SONG	72
CLUBS/ORGANIZATIONS	72
ADDITIONAL INFORMATION	72
EXTRA-CURRICULAR EVENTS	72
PORTAGE HIGH SCHOOL FIELD HOUSE: Community Fitness and Wellness Program	73
ASSUMPTION OF RISK STATEMENT	73
SECTION IX- BILL OF STUDENT RIGHTS AND RESPONSIBILITIES	74
PREAMBLE	74
THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION	74
THE RIGHT TO FREEDOM OF EXPRESSION AND PERSON	74
THE RIGHT TO DUE PROCESS	75
ADDITIONAL RIGHTS OF STUDENTS AGE 18 AND OVER	75

INTRODUCTION

DISTRICT MISSION

Our mission is educating, empowering, and inspiring excellence.

DISTRICT VISION

PTS inspires excellence and opens the possibilities for students, staff, family, and community to see beyond themselves and develop a positive future. We promote the use of critical values to develop meaningful and productive relationships to create a safe and secure learning environment. Our schools cultivate pride and are the community's choice to educate their children. We attract and develop leaders in education who desire professional growth and opportunities that are relevant and forward thinking. PTS implements and utilizes technology to meet the needs of our learners and provide them with skills to meet the innovation of tomorrow. We empower our students with the academic skills and the character traits to view obstacles as opportunities to grow and build resiliency. We focus on student centered, research based practices that begin in early childhood and extend beyond the classroom. We embrace a culture that recognizes and celebrates diversity and creativity. Our students, staff, family, and community partners help to create our nationally recognized school corporation.

DISTRICT GOALS

- PTS will create a culture of high achievement.
- PTS will create a culture of technological innovation.
- PTS will create a culture of collaboration and acceptance in a safe and secure learning environment.
- PTS will be nationally recognized.

BELIEF AND VALUE STATEMENTS

PTS believes:

- Student achievement requires all stakeholders to be invested in our students and their college and career readiness.
- Student achievement is dependent upon the collaborative efforts of administration, teachers, support staff, family, community stakeholders, and the students themselves.
All students are capable of learning and will be challenged to reach their full potential.
- Curricula should be viable, aligned, rigorous, intentionally taught, learned, assessed, and reflected upon.
- All employees are collectively responsible for educating our students, modeling high expectations, and positively impacting students' lives.
- It is responsible for embracing employee strengths, cultivating areas of growth through training, and developing talent for future sustainability.
- It has a responsibility to teach, model and foster behavior that reflects integrity, compassion, equity, and respect for all.
- Community engagement creates the synergy for high achievement and student development.
- Our schools are a source of pride and the foundation of a strong community.
- In open and honest communication with the school community, striving to develop positive relationships, valuing the community's voice, and encouraging active community participation.
- Learning is the purpose of education.

PTS values:

- Meaningful and engaging curriculum and instruction that is student-centered, research-based, and reflects students' diverse needs.
- Life-long learners and coachable professionals.
- Employees who exemplify critical values and add value to the lives of those around them.
- Financial decisions that positively impact students.
- Responsible stewardship, accountability to community taxpayers, and forward thinking as it pertains to budgets and finance.
- An orderly, inviting, clean, healthy, safe and secure learning environment for students and employees.
- The integration of technology throughout all levels of learning to augment instruction, provide the necessary tools to ensure technological literacy, and to enhance college and career readiness.
- A strong, active, and productive technology presence throughout the district.
- Students that demonstrate responsible digital citizenship, are proficient utilizing and possess the skills to adapt to emerging technology.
- Diversity.
- A positive culture reflecting a physically and emotionally safe, productive, working and learning environment.

ADMINISTRATIVE STAFF: PORTAGE HIGH SCHOOL

Principal

Michael Stills

Associate Principal

Brian Jones

Assistant Principal

Pat Mills

Assistant Principal

Roberta Garcia

Assistant Principal

Jacob Cohen

Assistant Principal

Jeffrey King

Assistant Principal

Jason Hostetler

Dean of Students

Tim Kunstek

Athletic Director

Fred Joseph

Athletic Director

Michael Poynter

GUIDANCE COUNSELORS

Kathy Shrader A-B

764.6101

Sarah Wilkins C-Elz

764.6045

Shelly Gates Ema-Hed

764.6048

Jenny Ross Hee-Lee

764.6043

Lauren Nelson Lef-Naz

764.6044

Jessica Ramos Nea-Roo

764.6179

Jacquelyn Fuller Rop-Thy

764.6219

Eric Ressler Tia--Z

764.6042

SCHOOL SOCIAL WORKER/ HOME SCHOOL ADVISOR/ STUDENT SERVICES

School Social Worker

Emily Evans

Restorative Services

Sandra Porter-Phillips

Attendance Officer

Rick Horn

HIGH SCHOOL OFFICES

Attendance Office- East

764.6058

Attendance Office- West

764.6037

Athletic Office

764.6049

Bookstore

764.6060

Bullying Hotline

764.6524

Clinic

764.6054

Main Office- East

764.6026

Main Office- West

764.6038

DISTRICT OFFICES

Administrative Building

762.6511

Food Services

763.8008

Transportation

763.8080

SCHOOL CALENDAR 2020-2021

2020-2021 Portage Township Schools

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Portage Township School Corporation
 Administration Building 6240 US Highway 6
 219-762-6511 Fax 219-763-8009
 Portage, IN 46368

Aug 10	No School -Teacher Work Day
Aug 11	6th grade orientation/ District Meeting
Aug 12	First Day for Students
Sept 2	Late Start Wednesday
Sept 7	No School-Labor Day
Oct 7	Late Start Wednesday
Oct 14	End of First Quarter (45)
Oct 15	No School K-12 Teacher Records Day
Oct 16-19	No School-Fall Break
Nov 3	ELearning Day-P/T Conferences
Nov 4	Late Start Wednesday
Nov 25-27	No School-Thanksgiving break
Dec 2	Late Start Wednesday
Dec 18	Second Quarter Ends (41)
Dec 21-Jan 1	No School-Holiday Break
Jan 4	No School K-12 Teacher Records Day
Jan 5	Classes Resume
Jan 18	No school - Martin Luther King Day
Feb 3	Late Start Wednesday
Feb 12-15	No School-Presidents' Holiday
Mar 3	Late Start Wednesday
Mar 12	3rd Quarter ends (46)
Mar 22-26	No School-Spring Break
Mar 29	Classes Resume
Apr 2	No School - April Break
Apr 7	Late Start Wednesday
May 27	Last Student Day (48)
May 28	Teacher Records Day
June 6	Graduation Day

February 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

180 Student days Board approved 2/24/2020

BELL SCHEDULE

Portage High School Bell Schedule									
MOD	REGULAR			LATE START WEDNESDAY			TWO-HOUR DELAY		
1	7:30 – 8:34			8:30 – 9:10			9:30 – 9:54		
2	8:40 – 9:29			9:16 – 9:56			10:00 – 10:19		
3	9:35 – 10:24			10:02 – 10:44			10:25 – 10:44		
4	A	B	C	A	B	C	A	B	C
	Lunch 10:24 – 10:54	Class 4/5	Class 4/5	Lunch 10:44 – 11:14	Class 4/5	Class 4/5	Lunch 10:44 – 11:14	Class 4/5	Class 4/5
5	Class 5/6	10:30 – 11:19	10:30 – 11:19	Class 5/6	10:50 – 11:34	10:50 – 11:34	Class 5/6	10:50 – 11:34	10:50 – 11:34
6	11:00 – 11:49	Lunch 11:19 – 11:49	Class 6/7	11:20 – 12:04	Lunch 11:34 – 12:04	Class 6/7	11:20 – 12:04	Lunch 11:34 – 12:04	Class 6/7
7	Class 7/8	Class 7/8	11:25 – 12:14	Class 7/8	Class 7/8	11:40 – 12:24	Class 7/8	Class 7/8	11:40 – 12:24
8	11:55 – 12:44	11:55 – 12:44	Lunch 12:14 – 12:44	12:10 – 12:54	12:10 – 12:54	Lunch 12:24 – 12:54	12:10 – 12:54	12:10 – 12:54	Lunch 12:24 – 12:54
9	12:50 – 1:39			1:00 – 1:44			1:00 – 1:44		
10	1:45 – 2:35			1:50 – 2:35			1:50 – 2:35		

WHERE DO YOU GO WITH A QUESTION OR CONCERN

ACADEMICS	SOCIAL or EMOTIONAL	TRANSPORTATION	EXTRA-CURRICULAR
Step 1	Step 1	Step 1	Step 1
<p>Questions or concerns regarding instructional practices or course work should be directed to your student's teacher</p> <p style="text-align: center;">Teacher</p>	<p>Questions or concerns regarding your student's social or emotional well-being should be directed to your student's school counselor or the school social worker</p> <p style="text-align: center;">School Counselor or Social Worker</p>	<p>General questions about transportation for your student should be directed to the Department of Transportation</p> <p style="text-align: center;">Department of Transportation</p>	<p>Questions or concerns regarding extracurricular activities should be directed to the coach or sponsor</p> <p style="text-align: center;">Coach or Sponsor</p>
Step 2	Step 2	Step 2	Step 2
<p>If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with your student's counselor or content related department chair</p> <p style="text-align: center;">School Counselor or Department Chair</p>	<p>If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with your student's assistant principal</p> <p style="text-align: center;">Assistant Principal</p>	<p>If more information is needed, or there are concerns about a bus driver, a discussion should be scheduled with the Director of Transportation</p> <p style="text-align: center;">Director of Transportation</p>	<p>If more information is needed, a discussion should be scheduled with the athletic director.</p> <p style="text-align: center;">Athletic Director</p>
Step 3	Step 3	Step 3	Step 3
Building Principal or Assistant Principal	Building Principal	Assistant Superintendent	Building Principal
Step 4	Step 4	Step 4	Step 4
Assistant Superintendent	Assistant Superintendent	Superintendent	Assistant Superintendent
Step 5	Step 5	Step 5	Step 5
Superintendent	Superintendent	PTS Board of Education	Superintendent
Step 6	Step 6	Step 6	Step 6
PTS Board of Education	PTS Board of Education		PTS Board of Education

SECTION I - GENERAL INFORMATION

SCHOOL DAY

Regular Day: 7:30 AM to 2:35 PM.

Two Hour Delay: 9:30 AM to 2:35 PM.

Late Start Wednesdays: 8:30 AM to 2:35 PM.

Late Start Wednesday schedule: September 2, October 7, November 4, December 2, February 3, March 3, April 7

STUDENT RESPONSIBILITIES

Responsible behavior by each student is the only way in which the rights set forth in this document can be preserved. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society. These responsibilities are not grievous and are an expectation of the PTS Board of Trustees and the staff of Portage Township Schools.

Students have a responsibility to:

1. Attend school regularly and punctually and make every effort to achieve in all areas of their education;
2. Be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. Follow school regulations regarding entering and leaving the classroom and school building;
4. Help maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol;
5. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. Share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. Respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. Show respect for school property and respect the property of others, both private and public;
9. Be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
10. Behave in a polite, truthful and cooperative manner toward students and school staff;
11. Promote good human relations and build bridges of understanding among the members of the school community;
12. Use non-confrontational methods to resolve conflicts;
13. Participate and vote in student government elections;
14. Provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
15. Work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
16. Observe ethical codes of responsible journalism;
17. Refrain from obscene and defamatory communication in speech, writing and other modes of expression, including electronic expression, in their interactions with the school community;
18. Express themselves in speech, writing and other modes of expression, including electronic expression in a manner which promotes cooperation and does not interfere with the educational process;
19. Assemble in a peaceful manner and respect the decision of students who do not wish to participate;
20. Bring to school only those personal possessions which are safe and do not interfere with the learning environment;
21. Adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories and shops;
22. Be familiar with the school Discipline Code, abide by school rules and regulations, understand the processes of a rule, and stop making excuses;
23. Provide leadership to encourage fellow students to follow established school policies and practices;
24. Keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal or Assistant Superintendent.

AMERICANS WITH DISABILITIES ACT (Policy 2260.01)

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities. The law defines a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

ANNOUNCEMENTS

Each morning at the beginning of mod 1, the announcements will be communicated over the INN. Announcements are made about school affairs and matters of school interest only.

ATHLETICS (Policy 2431)

Our secondary schools provide a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A broad list of activities is currently being offered and information on those activities can be found at: goportageindians.com. For further information, contact the Portage High School Athletic Director at 764-6051.

BOOK RENTAL AND FEES (Policy 6152)

Portage Township School Corporation charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials and devices.

BOOKSTORE

The bookstore is open before school and during all lunch hours for students to purchase school supplies. The bookstore is located outside the east cafeteria.

BULLYING (Policy 5517.01)

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidation, menacing, coercion, name calling, taunting, threats, and hazing, as well as the use of digital or electronic communications to engage in such behaviors. However, Indiana law exempts certain specific behaviors from the definition "bullying". These exceptions are set forth in Board Policy 5517.01 - Bullying. Additionally, the prohibition of bullying in **Policy 5517.01 - Bullying** applies regardless of the physical location when:

- A. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above or to the Assistant Superintendent or designee. **Bullying hotline: 764.6524**

TOGETHER WE EXCEL

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Corporation's Compliance Officers so that it may be investigated in accordance with the procedures set forth in [Policy 5517](#) Anti-Harassment.

All staff members should be able to work in an environment free of threatening or intimidating speech or action. Threatening behavior consisting of words or deeds that intimidate a staff member or cause anxiety concerning his or her physical safety is strictly forbidden. This applies to students, parents, and other staff members. This includes all forms of communication and behaviors in face-to-face contact, as well as messages left on voice mail, e-mail or written notes. This behavior will be addressed vigorously and may result in consequences that may include law enforcement.

CAFETERIA AND LUNCH PERIOD

Portage High School has a closed campus during lunch hours. Lunches are served in the east and west cafeterias. The east cafeteria will provide lunches for students in grades 10-12. The west cafeteria is only utilized for 9th grade students. Both cafeterias serve regular lunches as well as a la carte items. Students may bring their own lunch from home. All food must be consumed in the cafeteria and all students are to remain within the cafeteria until lunch has been dismissed. All other areas of the building are off limits during students' lunch time. Students who are in unauthorized areas during the lunch period without a pass will be referred to school administrators. Food from restaurants is not to be brought to school.

CARE OF PROPERTY (Policy 5513)

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school taxes. Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment. Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.

The Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings. The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

The Superintendent shall develop procedures to implement this policy which include the requirement that all incidents involving the destruction of property be reported to the Board. The Superintendent may report to the juvenile authorities any student whose damage of school property has been serious or chronic in nature.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents/Guardians should inform the east or west office immediately of any change in home address or telephone number.

CHEATING AND PLAGIARISM

Cheating includes but is not limited to, such unauthorized activities as:

- Copying homework.
- Digitally submitting work that is not yours.
- Copying on quizzes, tests, etc.
- Looking at another person's work during quizzes, tests, etc.
- Talking during a test or quiz without teacher permission.
- Willingly providing unauthorized aid to another person.
- Plagiarizing (A serious form of cheating, defined as presenting another writer's works, sentences, or ideas as their own. More specifically, intentionally or accidentally using undocumented sources from any writer (or four or more consecutive words) without quoting the source).

Consequences:

1. The first incident of cheating: The student receives a zero for the work.
 - a. Teacher will communicate with the parent and has discretion to allow the student to resubmit work of their own.
2. The second incident of cheating: The student receives one-day RPR, in addition to a zero for the work.
 - a. Teacher has discretion to allow the student to resubmit work of their own.

COMPUTERS/iPads- RESPONSIBLE USE POLICY

Portage Township Schools maintain network facilities, which include but are not limited to user workstations, computers, servers, equipment, email, internet access, software, and accounts for staff members and students. Network facilities are provided solely for the purpose of enhancing learning and communication in the Portage Township Schools. Acceptance of these procedures is required for the uses of any Township Network Facility. With the permission of your parent or guardian, Portage Township Schools offer you an opportunity to use its network facilities, as defined above. You may use our network facilities/equipment only for educational purposes. This use is a privilege, not a right and we reserve the decision to take away this privilege and discipline as seen necessary if you misuse the facilities/equipment. You are responsible for your own actions while you are on the internet or otherwise using the District's network facilities, and you are also accountable for any online activities that occur by others because you have allowed them to use your account/equipment. The District's computer system is not a public forum. Any communications or materials used on the computer system/network, including but not limited to electronic mail, files, deleted files, and all other records and logs of your internet and computer use, may be monitored or read by school officials.

While using the District's Internet and Network Facilities:

Students may be held responsible for any or all damages incurred as a result of my negligent or inappropriate use of the District's network facilities.

- While online, students will not use language which may be harassing, intimidating, threatening or offensive.
- Students are expected to treat others with respect.
- The written and verbal messages students send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
- Students will not place unlawful information on the Internet nor will use the Internet and/or the District Network Facilities in any way that violates federal, state, and/or local laws or statutes.
- Students may never falsify their identity while using the Internet and will properly identify themselves in communications made on the District Network Facilities.
- Students will not use the Internet and District Network Facilities for non-school related activities.
- Students will not use the Internet and District Network Facilities to (or attempt to) buy or sell any service or product.
- Students will not change any computer file that does not belong to them.
- Students will not use copyrighted materials or software from the Internet without written permission from the author.
- Students are prohibited from giving their password to others
- Students may not use another person's login and password.
- Students are prohibited from using the Internet or other District Network Facilities to send or obtain inappropriate material files. Files or materials are considered inappropriate if they are obscene, pornographic, harmful to minors, or disruptive or detrimental to the School District's educational objectives.
- Except for the usual information contained in the headers of their electronic mail, students should never give out personal information such as name, address, phone number, or gender.
- Students should never knowingly circumvent, or try to circumvent, security measures on any electronic device, including their own, while accessing any of the district's networks.
- Students should never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
- Students will not, or attempt, to maliciously affect data of another user including uploading, downloading, or creation of computer viruses.
- Portage Township Schools are not responsible or liable for any harm, damages or charges that result from their use of the district's technology, including the loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Responsible Use Policy.
- The District's electronic mail system is owned and operated by the Corporation. The District may provide electronic mail to aid students in fulfilling their duties as an educational tool. Electronic mail is not private and may be monitored and accessed by school officials. Users shall be held personally liable for the content of any electronic message they create.
- Students shall report any violations of this Responsible Use Policy that they have knowledge of to their teacher or any other school employee.

Fees, Repairs, and Replacement:

All students taking part in the District's IPAD 1:1 program will pay a set fee for the device and software to support the device.

Lost, Stolen, and Damaged Devices:

- Full Replacement Cost with Accessories: \$450.00
- Damaged IPADS are to be immediately reported to a school administrator.
- Students will be loaned a device during repair of the device. Any damages to the loaner device, students will be charged for the repairs.
- Lost devices: Student and Guardian Responsible for Full Replacement Cost and cost of new protection plan.
- Stolen devices: Student and Guardian Responsible for Full Replacement Cost and cost of new protection plan.
 - *Building Administrators will work with School Resource Officers in attempts to locate stolen devices. Parents should have a police report made for documentation.*

- On All Damage: a report will be made and a school administrator will investigate whether damage was accidental or negligent and whom responsibility is assigned to.

Students should inform a teacher immediately of a known issue. The teacher will contact an Instructional Technology Specialist.

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY (Policy 5840)

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Definitions

- A. "Criminal organization," as used in this policy, means a formal or informal group with at least three (3) members that specifically:
 1. either:
 - a. promotes, sponsors, or assists in,
 - b. participates in, or
 - c. has as one of its goals; or
 2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal organization activity," as used in this policy, means to:
 1. actively participate in a criminal organization;
 2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
 - b. for the purpose of increasing the person's own standing or position within a criminal organization;
 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
 4. knowingly or intentionally threaten another person because the other person:
 - a. refuses to join a criminal organization;
 - b. has withdrawn from a criminal organization; or
 - c. wishes to withdraw from a criminal organization; when engaged in by a student who attends a Corporation school.

All Corporation employees shall report any incidence of suspected criminal organization activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal organization activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than one (1) instructional day of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days from the date of the report of the alleged incident. The principal or designee shall submit the report to the Superintendent within seven (7) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a quarterly basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

TOGETHER WE EXCEL

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before **May 31st** each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

In its efforts to address criminal organization activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal organization awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

The Superintendent shall provide information about the supports and services available for students who are "at risk" for and/or suspected of participating in criminal organization activity and their families, including:

- A. culturally and/or linguistically appropriate services/supports for parents and families;
- B. counseling coupled with mentoring for students and their families;
- C. referral to community organizations and civic groups that offer related programs or counseling;
- D. viable, sustainable after-school programs developed in collaboration with other stakeholders.

The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following:

- A. Training for staff and teachers on criminal organization prevention and intervention resources.
- B. Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal organization prevention and intervention.
- C. Integration of available School Resource Officer Programs.
- D. Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

DELIVERIES

Portage High School prohibits the acceptance of deliveries for students from outside sources. This includes but is not limited to flowers, balloons, food, and stuffed animals. It is our school policy that we will not accept any delivery for students in the east or west office.

DRESS/GROOMING (Policy 5511)

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Any student whose appearance diminishes or detracts from the educational climate with the school will be removed from the school until the problem is corrected and/or discipline action has been taken. A student's appearance shall not be so extreme as to pose a safety hazard to him/herself or to others or interfere with the educational process. Indecent exposure will result in disciplinary action. A student's appearance shall also not be so extreme as to attract undue attention or cause a disturbance.

Students who are representing any of our schools at an official function or public event may be required to follow specific dress requirements in alignment with that function and responsibility. Usually, this applies to athletic teams, cheerleaders, bands, student government and other such groups.

Specific guidelines for acceptable apparel include, but are not limited to:

- Apparel must be reasonably clean and free of offensive odor;
- Apparel or items, which allude to drugs, alcohol, sex, the occult, gangs, weapons, or which are offensive to ethnic or racial groups are prohibited;
- Apparel or items which could cause damage to school furniture or property are prohibited including metal chains and jewelry with spikes;
- Sunglasses, sleepwear, (including lounge pants and slippers), and headwear (e.g., hats, bandanas, hoods etc.) are not to be worn during the school day;
- Students must not wear items, which, because of its fit, texture, or design, is openly provocative, (no visible cleavage), suggestive, or displays a suggestive phrase or which exceeds acceptable standards of decency;
- Shoulders and midriff must be covered at all times. Clothing should not be excessively tight. No holes in clothing above the knee, including holes with cloth underneath;
- No midriff, small of the back, or undergarments should be visible at any time. Shorts/skirts must extend past fingertips when arms are hanging naturally. Pants should be worn at the waist, not below;
- Students may, at the discretion of the school leadership, be required to furnish and wear appropriate safety devices, such as a hair net, bathing cap, protective glasses and hat, gloves and apron, and should follow given instructions. For safety purposes students will wear shoes in all circumstances unless instructed otherwise;
- The waistband of a student's pants should be worn at the waist; undergarments should NOT be visible above the waistband or the pants. NO SAGGING;
- Piercings should be limited, in order to not distract the educational climate;
- Dress code applies to the outermost layer. Leggings must be covered appropriately. Leggings and yoga-type pants must be covered appropriately and must extend past fingertips in the same manner as skirt/shorts length guidelines.

DRIVER'S LICENSE OR LEARNER'S PERMIT INVALIDATION

By law (IC 9-24-2), Portage High School shall notify the Bureau of Motor Vehicles of any of the following infractions. Reinstatement of driving privileges is at the discretion of the Bureau of Motor Vehicles:

- If a student is under at least a second suspension from school for the school year
- If a student is under an expulsion from school
- If a student is a habitual truant from school
- If a student withdraws from school or refuses to attend school

EARLY DISMISSAL (Policy 5230)

No student may leave school prior to dismissal time without either a written request signed by a person whose signature is on file in the School office or the parent coming to the School office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without permission by the custodial parent(s) or other legal authorization.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents through our messaging system (School Messenger), local radio and television stations. We will also post that information on our Facebook, Twitter, and web page. Parents and students are responsible for knowing about emergency closings and delays. If a parent "opts" out of receiving phone messages from School Messenger, they may not get the Emergency Closing Information.

ENROLLING IN THE SCHOOL (Policy 5111)

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. (Policy 5111). Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. A birth certificate or similar document,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- D. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The registrar or counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures. (Policy 5111.01)

Non-resident students should refer to the Board Policy for eligibility requirements to enroll. (Policy 5111)

Non Immigrant students and foreign exchange programs should refer to Policy 5114.

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact). (Policy 5111.02)

EQUAL EDUCATION OPPORTUNITY (See Policy 2260)

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

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing or calling the School Corporation's Compliance Officer at 219-762-6511. The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

FEES AND CHARGES (Policy 6152)

Portage Township School Corporation charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials and devices.

FIELD TRIPS (Policy 2340)

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extra curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

FIRE, TORNADO, AND SAFETY DRILLS (Policy 8420)

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires. Safety drills will be conducted. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, lockdown, a person in possession of a deadly weapon on school property, or other acts of violence. *Students that cause disruptions during safety drills will face disciplinary actions.*

FOOD ALLERGIES

Any student with a food allergy must have a Doctor's note on file with the nurse to support the food allergy. Any changes in food allergies will require a subsequent note from the child's physician to initiate the change. Due to students with food allergies, NO homemade snacks will be distributed to Portage students.

FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the school principal.

HOMELESS STUDENTS (Policy 5111.01)

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the Assistant Superintendent at 764-600.

IMMUNIZATIONS (Policy 5320)

Parents or guardians must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current for their student. These include but are not limited to diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella (German Measles), Hepatitis A, Hepatitis B, and varicella (chickenpox), or have an authorized exemption from State immunization requirements (I.C.20-34-4-5). Every student who enters kindergarten or grade 1 shall be immunized against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella (German Measles), Hepatitis A, Hepatitis B, and varicella (chickenpox). Every child who enters grades 6 through 11 shall also have a meningococcal vaccine, a booster of tetanus, diphtheria, pertussis, and the Hepatitis A series. Students entering grade 12 also must have a second meningococcal vaccine and the Hepatitis A series. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a communicable disease outbreak i.e. chicken pox, measles, etc, the superintendent may temporarily deny admission to a student otherwise exempted from the immunization requirements. Any questions about immunizations or exemptions should be directed to the Director of Health Services at 219-764-6953.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

LEAVING SCHOOL

Any student leaving school during the school day must sign out with the appropriate school personnel. If a student signs out to see a doctor, he/she must bring a note from his/her doctor and present it to the attendance secretary located in the east and west office on the first day back to school. Any student who fails to bring a doctor's note will be considered truant and the appropriate disciplinary action will be taken. Appointments with doctors and dentists are included in this procedure. Students will receive a pass from the attendance secretary when they return, which will allow them back into their assigned class.

LOCKERS (Policy 5771)

Each student is assigned a locker for storage of books and equipment. Only that student's belongings are to be in his/her locker. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. If a student's locker is jammed or needs repair a report needs to be made to the east or west office. Since lockers are a permanent part of the building, students are expected to keep them in good condition. Lockers are not to be shared by students. Get study materials for your morning classes when you arrive in the morning, and materials needed for the afternoon during the lunch period. No one should leave class to go to his locker except during an emergency. In those buildings providing facilities for the temporary storage of student possessions such facilities shall be made available for the convenience of and as a service to the student. The provisions of the facilities shall in no way be interpreted as diminishing or abrogating the principal's authority or control over the use of the lockers. The principal or assistant principal shall possess the authority to examine the contents of any locker located on school premises when he has reasonable suspicion to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety, and welfare of students or staff.
2. Are illegal to possess.
3. Would contribute to the disruption of the normal educational program.
4. Have been reported stolen or lost.

The student is presumed to have no expectation of privacy in that locker or its contents. The decision to examine a student's locker will be made by the principal, and/or his designated representative. The principal (or his representative) who conducts the search shall, whenever possible, do so in the presence of the student and at least one adult witness. In the event of an emergency that threatens the physical safety of students, the principal (or his representative) may search lockers without students being present. Discovery of illegal or dangerous materials will be reported to the parent, the superintendent of the schools and, if necessary in the opinion of school officials, to law enforcement officials.

LOST AND FOUND

Students who have lost items should check with the office at their respective buildings and may retrieve their items if they give a proper description. Unclaimed items will be given to charity several times during the school year.

MAKE-UP WORK/TESTS

Students who are excusably absent from School or who have been suspended are responsible to make-up work for all of the days that have been missed. The student should contact the teacher or guidance counselor as soon as possible to obtain assignments. Students will be given the same number of days absent within which to make-up work. If a student misses a teacher's test due to an absence, s/he must make arrangements with the teacher to take the test. If s/he misses the ISTEP/ILEARN Test or other standardized test, the student should consult with the guidance counselor or principal to arrange for taking the test if possible.

MEAL CHARGE PROCEDURE (Policy 8500.02)

Parents and guardians may submit payment for meals in three ways: they may send cash to school with the student for deposit into the students food service account, they may send a check payable to Portage Township School Food Service with the students name clearly indicated to be deposited into their foodservice account, or they may pay online using www.myschoolbucks.com. Please note that payments made through the website may take up to 24 hours to post to your student's account. For all grade levels, there is no charging the last two weeks of school. A student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and policy for meal charges. The Portage Township School District will adhere to the following meal charge policy:

- A. All cafeteria purchases are to be prepaid before meal service begins either by credit or debit card or EFT using the foodservice online payment system, my school bucks.com, or by check or cash in the individual school cafeteria office. Cash or checks payments can also be made to the PTS Foodservice office.
- B. A student may charge up to \$10 in meals, as long as they establish and maintain a good credit history of making payments on their foodservice accounts.
- C. A staff member may charge up to \$5 as long as they establish and maintain a good credit history of making payments on their foodservice accounts.

TOGETHER WE EXCEL

- D. A student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees or make purchases in the snack bar if they have a negative balance.
- E. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
- F. Schools may NOT deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- G. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. As reflected in the meal charging procedure document.
- H. If food and nutrition services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if s/he continues to abuse this policy, the privilege of charging meals could be refused.
- I. The automated call system will notify parents every Wednesday of any outstanding negative balance in the foodservice account. The foodservice manager will also send home letters each week to parents of students who carry negative balances \$10 and above.
- J. All accounts must be settled at the end of a school year. Letters will be sent home approximately five (5) days before the last day of school to students who have any negative balances. Negative balances of more than \$50 not paid in full thirty (30) days prior to the start of the following school year will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District. Under the National School Lunch Program the Food and Nutrition Program is not allowed to write-off debt.
- K. Students who graduate or withdraw from the district and have \$1 or more left in the foodservice account will be notified by mail by the district Food and Nutrition Department office at the end of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within forty-five (45) days the student's foodservice account will be closed and the funds will no longer be available.

MEDICAL/MEDICATIONS (Policy 5330)

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Forms must be filed with the respective school nurse or health assistant before the student will be allowed to begin taking any medication during School hours. (Forms can be found online.)
- C. All medications must be registered with the school nurse or health assistant.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Students who may require administration of an emergency medication may have such medication stored in the clinic or nurses office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 – 12, if the student's parent provides written permission for the student to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the School year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

SELF-ADMINISTERED MEDICATION (Policy 5330.01)

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school clinic. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization. The physician's statement must include the following information:

TOGETHER WE EXCEL

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction as how to self-administer the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without explicit instructions from a doctor or from the nurse in one of our schools. If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the School office. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

DIABETIC TREATMENT

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS (Policy 8450)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8453)

The Corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 5730)

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the club sponsor or school office. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. *No non-corporation-sponsored organization may use the name of the School or School mascot.*

PARENTS AS PARTNERS

Students, parents, and school personnel all have a role in making schools safe and must cooperate with one another to achieve this goal. Students whose parents show an active and supportive interest in their daily school work are more likely to achieve success at schools. School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing areas of concern. Outreach to parents can include, but is not limited to, a phone call and/or a written communication. As role models, parents and school staff should exhibit the behaviors that they would like to see students emulate. To ensure that parents become active and involved partners in promoting a safe and supportive school environment, they must be familiar with the Discipline Code. School officials are responsible for sharing the information in this document with students, parents, and staff. Educators are responsible for informing parents about their child's behavior and for nurturing the skills students need to succeed in school and in society. Parents are encouraged to discuss with their child's teacher and other school staff issues that may affect student behavior and strategies that might be effective in working with the student.

PASS PROCEDURES

A major portion of the learning process occurs in the classroom. Being out of the classroom should only occur when situations arise that cannot be handled before school, between classes, lunch time, or after school. When leaving the class students must have their ID displayed by a lanyard and a pass signed by their teacher prior to going anywhere in the school. Any student in the halls during class time without a pass from a teacher will be subject to school discipline. ***Every student must have a pass written by their teacher including:***

1. Teacher name

2. Student name
3. Date and time
4. Destination

PERSONAL COMMUNICATION DEVICES (PCDs) (Policy 5136)

Students may use personal communication devices (PCDs) at school as directed by individual school rules and guidance by teachers and the principal. Grade 9-12 students may use their PCD before school, during their lunch break, during after school activities (e.g., extra-curricular activities) and at school-related functions. *Failure to adhere to these rules can lead to confiscation of PCD and further disciplinary actions as identified by the electronic confiscation form.*

- **1st Offense-** Student receives device at end of school day.
- **2nd Offense-** Parents must pick up the device.
- **3rd Offense-** Parent picks up device and Wednesday class
- **4th Offense-** Parent picks up device and Extended Wednesday Class
- **5th Offense-** Parent picks up device and RPR
- **6th Offense-** Parent picks up device and RPR/Teen Court
- **7th Offense-** Parent picks up device and 2 days RPR

Additionally:

- Student refusal to provide PCD to staff member will receive RPR
- Student refusal to provide PCD to school administration will receive 1-day OSS

Technology including, but not limited to, PCDs intended and actually used for instructional purposes will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education-related communications is expressly prohibited in schools and on buses. PCDs may **NOT** be used for phone calls, or camera use (due to student privacy and safety) on school vehicles unless there is an emergency situation. Students may text with their PCDs if necessary.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., pornography, sexting). If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property which includes school buses.

"Sexting" is prohibited at any time on school property to include school buses or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

PROTECTION AND PRIVACY OF STUDENT RECORDS- FERPA(Policy 8330)

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Educational Rights and Privacy Act (FERPA) notice which can be found (on our website and during registration) or review the policy - Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

TOGETHER WE EXCEL

The administration may disclose personally identifiable information from the education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student

(if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parents;
- B. Mental or psychological problems of the student or the student's family;
- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

REASONABLE AFFECTION

At Portage High School, during the school day, affection will be limited to holding hands. At dances and other activities other appropriate expressions of affection are not acceptable. Inappropriate expressions will be subject to disciplinary action.

SCHOOL EQUIPMENT AND FACILITIES (Policy 7530)

Each employee of the School Corporation should understand that all equipment, supplies and facilities of the Corporation have been purchased by tax dollars for the specific use in support of the educational program. Any use of Corporation equipment and/or facilities for personal monetary gain or used in conjunction with a campaign for any club, union, professional organization or publicly elected office is strictly forbidden unless said employee has made proper application for and has received approval in accordance with the facility use rental policy and governing regulations. The use of Corporation equipment is prohibited. Violation will result in appropriate disciplinary action. Unless otherwise approved by the Superintendent, equipment such as tape recorders, typewriters, saws, hammers, etc., shall not be taken from any school building for personal use at any time.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)

Each of our schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter. The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Authorized student groups can be found on the website for each of our schools. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. A full list of additional extra-curricular activities can be found on the school's website and will be sent home at the beginning of each school year. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

SCHOOL TELEPHONES

School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If necessary, office personnel will initiate all calls on behalf of a student seeking permission to leave school.

SELF-TRANSPORTATION

Driving to School is a privilege, which can be revoked at any time. Students and their parents assume full responsibility for any transportation to and from School not officially provided by the School. The following rules shall apply for self-transportation to school:

1. Students must complete and purchase a parking permit process.
2. Parking lot speed limit is 10 mph.
3. *Students are prohibited from allowing others to use their parking pass. Parking passes are non-transferable.*
4. The student must obtain a permit from and pay a fee of \$10 for the entire School year.
5. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
6. When the School provides transportation, students shall not drive to School-sponsored activities or vocational classes.
 - a. Unless written permission is granted by their parents and approved by the Principal.

SERVICE ANIMAL (Policy 8390)

A student's need for and use of a service animal must be addressed in the student's individualized education program (IEP) and/or Section 504 Plan. A service animal that meets the definition set forth in policy shall be permitted to accompany the student anywhere on the school campus where students are permitted to be; however, the service animal must be at all times under the control of the student or the service animal handler. The principal will review and determine whether the documentation required by Board policy has been provided for the student's service animal.

STUDENT ASSISTANTS

Students will request a "student assistant course" when scheduling for the coming school year. If no teacher is found, students will be placed into a study hall. Student assistant assignments will be confirmed at the beginning of each semester. Student assistants must be under the direct supervision of the supervising teacher at all times. Student assistants are assigned an identification badge which is to be worn whenever they are sent on an errand out of the direct supervision of their supervising teacher. Student assistants who do not maintain a 2.0 gpa, poor attendance, violate school rules, guidelines established for assistants, or who are involved in other activities which are not in line with the expectations of assistants will lose their position as an assistant and will be assigned to study hall. No credit will be awarded for TA.

STUDENT BEHAVIOR STANDARDS - EXPECTED BEHAVIORS (Policy 5500)---*Located on page 52*

A major component of the educational program at our schools is to prepare students to become responsible citizens and workers and by learning how to conduct themselves properly and in accordance with established standards.

Students are expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a School culture that is safe, friendly, and productive.

STUDENT EMPLOYMENT (Policy 5895)

The School does not encourage students to take jobs outside of School that could interfere with their success in School. Additionally, the school may deny a work permit to a student whose academic performance, attendance, or behavior does not meet the corporation standard. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

Should the work permit be revoked during the school year, the student may be allowed to work during the summer while school is not in session. However, such students will lose the work permit at the start of the new school year until she/he meets the attendance and grade standards established by the school for receiving the work permit.

STUDENT EMPLOYMENT- WORK PERMIT

Students may request work permits from the office. The Intent to Employ Form must be completed by the prospective employer prior to the issuance of the work permit. The Intent to Employ Form is available online through the Indiana Department of Labor and from your prospective employer. A person is eligible for an employment certificate from the age of fourteen to seventeen. High School graduates do not require work permits. Prior to issuance of the work permit, the student's attendance and grades will be reviewed. Work Permits take a minimum of 24 hours to process. Per the State of Indiana Department of Labor laws, an issuing officer may deny a work permit to a minor:

- A. If the students' total attendance is less than 90% in all classes during the previous trimester.
- B. If the student's academic performance does not meet the Portage High School's standards.

STUDENT ENGAGEMENT

Student engagement is integral to creating a positive school culture and climate that fosters students' social-emotional growth and academic achievement. Providing students with multiple opportunities to participate in a wide range of pro-social activities and, at the same time, bond with caring, supportive adults can help prevent negative behaviors. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of students' achievements in a range of academic and co-curricular areas; using corrective feedback; and developing school-wide positive behavior systems. Such opportunities, coupled with a comprehensive guidance program of prevention and intervention, provide students with the experiences, strategies, skills, and support they need to thrive.

STUDENT ID's

All staff members need to know if a young person that is in the school or is at a Portage activity, is in fact a student at Portage High School. The ID card allows the student to identify himself/herself as a Portage student. It will also help in an emergency to be able to identify the name of the student. An ID card will be issued at the beginning of each school year or when he/she becomes a student at Portage High School. All students must wear/display the ID card school days. Photo ID must be suspended from the neck, fully visible from a distance. ID's are not to be worn on any other part of the body. One Portage Indians breakaway lanyard and one photo ID card will be given to students, one per year per student. Additionally lanyards will be available for purchase in the Portage Bookstore. No type of lanyard, used for advertising, will be allowed.

Special note: Any student choosing not to wear a PHS breakaway lanyard will assume all responsibility and expense if injured

Discipline: Forgetting your ID card is not an acceptable excuse. Teachers will refer any student who does not display their ID to school administration to have a replacement made. After the second consequence of "no ID," the student may be referred to the assistant principal for disciplinary consequences. Consistently forgetting or refusing to wear the ID card or consistently wearing the ID in an inappropriate place, is considered insubordination, and will result in a referral to administration for further disciplinary consequences.

- **1st referral-** Level 1: B11 Consequence: Verbal reprimand/ Charged for replacement
- **2nd referral-** Level 2: B12.1 Consequence: Wednesday class
- **3rd referral-** Level 3: B22 Consequence: Extended Wednesday class; further progressive discipline

Replacement Lanyards: \$4.00

Replacement ID's: \$6.00

STUDENT SALES

No student is permitted to sell any item or service in School without the approval of the Principal. Violation of this policy will lead to disciplinary action. This includes organizations participating in fundraising activities.

STUDENT VALUABLES

The School **will not** be responsible for student valuables and **will not** be liable for loss or damage to personal valuables including personal communication devices (PCDs, including cell phones). Students are encouraged to use lockers to secure their valuables.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, or accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have emergency medical information updated by parents and completed with the registration

process. Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the School clinic.

SUICIDE PREVENTION HOTLINE INFORMATION

If you are thinking about suicide or know someone who is, you may contact one of the following prevention groups:

Family and Youth Services Bureau	464-9585
Porter Starke Services (24 hours)	531-3500
Porter Hospital (Valparaiso)	263-4600
Regional Health Systems National Suicide Prevention Lifeline (24 hours)	800-273-8255

TECHNOLOGY RESOURCES (Policy 7540.03)

Before any student may enhance his/her school career by accessing and using the Corporation's computer resources, s/he and his/her parents must sign an agreement that defines the conditions under which the student may access and use these resources. As required by Federal law, the Corporation will provide the instruction to students regarding the following:

- Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- The dangers inherent with the online disclosure of personally identifiable information; and,
- The consequences of unauthorized access (e.g. "hacking"), cyber-bullying and other unlawful or inappropriate activities by students online.

Students have no expectation of privacy in the content of their personal files saved on the Corporation's computer resources, and of the records of their online activity when accessing and using the Corporation's technology resources. As required by Federal law, the Corporation will routinely monitor the online behavior of its students. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

TRANSFER OUT OF THE CORPORATION (Policy 5131)

If a student plans to transfer, the parent must notify the registrar. School records shall be transferred within fourteen (14) days of the request from the new school corporation. Parents are encouraged to contact the registrar or counselor to schedule a meeting to sign out their student.

Transfer Procedure: Transfers out of Portage High School (to another high school)

1. Student should inform counselor of intent to transfer.
2. Student and parent will complete transfer papers with the registrar.

WITHDRAWAL FROM SCHOOL (Policy 5130)

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the Principal who must agree to the withdrawal and sign the agreement. The superintendent must sign the exit interview for final approval. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

Withdrawal Procedure

If a student is at least 16 years old but less than 18 years of age and is leaving PHS, the student and parent will arrange an exit interview appointment with the registrar. Both student and parent must be in attendance. There are only three reasons for the withdrawal of a student:

1. Financial Hardship that requires the student to be employed in order to support the student's family;
2. Illness of the student;
3. A court order wherein the court has jurisdiction over the student.

Documentation will be forwarded to the Bureau of Motor Vehicles with regard to loss of driving privileges.

The registrar will issue necessary documents for the student and parent to complete. Financial obligations must be taken care of at the bookstore.

Exit Interview

Any student who is at least the age of 18 years and has made the decision to withdraw from school must conference with his/her parents and the Principal before the withdrawal will take place.

YEARBOOK

Portage High School students publish a yearbook, *Journey*, each year. Yearbook orders are taken in the fall of each year.

NOTE:

This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in September 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation's website: <http://www.portage.k12.in.us> or by clicking on <http://www.neola.com/portagetwp-in/?1598Nav=|&NodeID=61> and finding the specific policy or administrative guideline in the Table of Contents for that section.

SECTION II - ACADEMICS

Portage High School offers special services to its students through the Guidance Department. The counseling department offers assistance in the following areas: information about colleges, jobs and job placement, academic counseling, and personal counseling. Portage High School students are assigned to counselors according to the following alphabetical arrangement:

STUDENT LAST NAME	GRADE	COUNSELOR
A-B	9-12	Mrs. Shrader 764-6101
C-Fe	9-12	Ms. Wilkins 764-6045
Ff-H	9-12	Mrs. Gates 764-6048
I-Ma	9-12	Mrs. Ross 764-6043
Mb-Ra	9-12	Miss Nelson 764-6044
Rb-St	9-12	TBD 764-6219
Su-Z	9-12	Mr. Ressler 764-6047

Students at Portage High School are welcome to schedule one-on-one sessions with their counselors by signing a pass with the guidance secretary, before or after school or during lunch hours. Personal emergencies will be addressed immediately.

ACCELERATED CREDIT

Students who do not have room in their schedule to complete required courses will be given the opportunity to take online courses through either PHS PLATO or outside accredited organizations.

- A maximum of 3 credits may be transferred in from outside programs. The only recognized online programs PHS will accept are IUHS, Brigham Young, Achieve Virtual Academy, and American School of Correspondence. These programs all carry an additional fee at the student's expense. If a program not on this list is preferred, the student will need to speak with their counselor to determine the acceptance of the credit prior to enrolling in the course.
- All credits earned through this route will not receive an honors point.
- PHS summer school courses and PLATO courses do not count toward the maximum 3 credits.

ALTERNATIVE EDUCATION PROGRAM (TRIBE) (Policy 2451)

This program is assigned by Administration or Guidance as appropriate for various reasons when a traditional classroom setting is deemed not optimal for a student's success. The duration and schedule of the school day and classes taken will vary from student to student. Students complete their coursework independently using school issued devices with teacher supervision.

ASSESSMENT (Policy 2623)

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

- (NWEA, ILEARN, PSAT etc.)
- Classroom summative assessments and ETA's will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

TOGETHER WE EXCEL

- Vocational and interest surveys may be given to identify particular areas of student interest or talent. These surveys are often given by the guidance staff.
- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.
- College entrance testing information can be obtained from the Guidance office.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. PHS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

AUDITING COURSES

Students pursuing an Academic or Technical Honors diploma will be given the opportunity to retake (audit) a course if they receive a semester grade lower than a C-. The student must:

- Retake the same exact course in a PHS classroom setting during the following school year
- Both grades will remain on the transcript but credit and GPA calculation will be awarded to the most recent grade
- If the course is not retaken the following year, both grades will remain on the transcript and both will be factored into the GPA
- Seniors who may become ineligible for an Honors diploma after semester 1 should see their counselor to discuss options.
- Transfer students will be evaluated on an individual basis

CAREER AND TECHNICAL EDUCATION

Portage High School students have the following Career and Technical Education (CTE) courses available:
No transportation is provided for the courses marked with an *.

Course	Location
Athletic Training (HSII)	Hobart HS
Auto Services Tech I & II	Willowcreek MS
Mechanical Drafting & Drawing I & II	PCCC
CISCO Networking Fundamentals	Hobart HS
Computer Tech Support	Valparaiso HS
Construction Tech I & II	Willowcreek MS
Construction Tech: HVAC I & II	Ivy Tech
Cosmetology I & II	PCCC
Criminal Investigations & Criminal Justice	Wheeler HS or Hobart HS
Culinary I & II	Boone Grove HS
Dental Careers	Portage HS
Diesel Services Tech I & II	Portage HS
Education Professions I & II	Aylesworth Elementary
Early Childhood Education I & II	Hobart HS & Flint Lake Elementary

TOGETHER WE EXCEL

Electronics & Computer Tech I & II	PCCC
Emergency Medical Service	Hobart HS
Entrepreneurship & New Ventures	PCCC
Fire & Rescue*	MAAC Foundation
Fundamentals of Sports Medicine	Hobart
Health Science Ed I (Medical Term/Anat/Phys)	Portage HS
Health Science II	PCCC
Horticulture Science I & II*	Morgan HS
Marketing Internship	PCCC
Precision Machining Tech I & II	PCCC
Principles of Marketing/Strategic Marketing	PCCC
Industrial Mechanics I & II	Portage HS
Graphic Imaging Tech I & II	Portage HS
Video Production & Media Studies I & II	PCCC
Work Study	Portage HS
Welding Tech I & II	Ivy Tech

Location	Morning	Late Start	2 Hour Delay	Afternoon	Late Start	2 Hour Delay
	Depart/Arrive	Depart/Arrive	Depart/Arrive	Depart/Arrive	Depart/Arrive	Depart/Arrive
Ivy Tech	7:18	8:18	No CTE	10:55	11:00	11:00
PCCC	7:18	8:18	No CTE	11:40	11:40	11:40
Wheeler H.S.	7:18	8:18	No CTE	No CTE	No CTE	No CTE
Willowcreek	7:25	8:25	No CTE	11:50	11:50	11:50
Hobart	7:18	8:18	No CTE	No CTE	No CTE	No CTE
Boone Grove	7:18	8:18	No CTE	10:50	11:00	11:00
Valpo HS/Flint Lake	7:18	8:18	No CTE	No CTE	No CTE	No CTE

CAREER AND TECHNICAL EDUCATION- TRANSPORTATION RULES

Students attending Willowcreek MS or Aylesworth Elementary will be allowed to drive to and from based on the following requirements:

1. Seniors only
2. 2.0 cumulative grade point average
3. 95% attendance the previous and current semester (only Medical and Funeral are considered excused; No call or parent call-offs are not excused absences)
4. No discipline infractions beyond a Wednesday Class
5. No passengers
6. Copy of auto insurance policy
7. Copy of driver's license
8. PHS parking tag #
9. Signed consent form returned to the Assistant Principal

Students attending the following programs will be allowed to drive to and from due to clinical rotations:

- Hobart – EMS
- PCCC – Health Science II

Students attending Morgan HS, Cosmetology (no transportation back to PHS), or the MAAC are allowed to drive to/from due to no transportation being offered.

CAREER AND TECHNICAL EDUCATION- ATTENDANCE

Attendance: The PHS attendance policy will be followed. Absent students must have their parents contact both the PHS Attendance Office (764-6058) and their respective CTE site to verify the absence. Failure to abide by this policy **will result in truancies and disciplinary action.**

All students are expected to be at Portage High School by 7:10 am. If a vocational bus leaves later than 7:15, the students are expected to be quietly waiting for the bus. Returning afternoon vocational students will report to the South Commons at East and sit quietly until the bell. Students will not be permitted to “roam” (go to locker, classrooms, etc) until the bell rings. Failure to abide by this policy will result in truancies and disciplinary action.

CREDIT RECOVERY

Students will be given the opportunity to take online courses designed to help students earn a credit for a previously failed course. These are scheduled during the day and after school and are charged a separate fee.

GRADES- (Policy 5421)

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Students are assigned grades based upon test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the classroom teacher and help to develop interventions to improve the grades.

The following letter designations have been assigned for the purpose of student evaluation. This plan is used for calculating semester grades.

- A** = Superior
- B** = Above Average
- C** = Average or Satisfactory
- D** = Below average or Poor
- F** = Failed
- W** = Withdrawal (passing at time of withdrawal)
- WF** = Withdrawal Failure
- I** = Incomplete

TOGETHER WE EXCEL

The following percentages are the minimum for each letter grade:

A+	=	100%	C	=	73%
A	=	93%	C-	=	70%
A-	=	90%	D+	=	68%
B+	=	88%	D	=	63%
B	=	83%	D-	=	60%
B-	=	80%	F	=	59% or less
C+	=	78%			

The following will be used to calculate Grade Point Average. GPA is cumulative in nature and is calculated by taking the total value of earned points for semester grades divided by the number of credits attempted

	Standard Points	Honors Points
A+	4.333	5.333
A	4.000	5.000
A-	3.667	4.667
B+	3.333	4.333
B	3.000	4.000
B-	2.667	3.667
C+	2.333	3.333
C	2.000	3.000
C-	1.667	2.667
D+	1.333	1.333
D	1.000	1.000
D-	0.667	0.667
F	0	0

Beginning with the class of 2024, students may receive an extra point in the following courses. Some courses may have additional requirements to earn the extra point:

- | | |
|---|---|
| Finite
Pre-Calculus Honors
Calculus Honors
Calculus AP
Stats AP
English Language & Composition AP
English 12 Honors
English Literature & Composition AP
Expository Writing
Advanced Speech
US History AP
US History Honors | Government AP
Government Honors
Microeconomics AP
Biology AP
Chemistry AP
Physics AP
Environmental Science AP
Geology
Computer Science AP
Spanish III Honors
Spanish IV Honors
Spanish Language AP |
|---|---|

TOGETHER WE EXCEL

German Language AP
French III Honors
French IV Honors

Art History AP
2D Art & Design

Graduating classes prior to 2024, may be eligible for the extra point for the following courses:

Geometry Honors (ends 2020)	Microeconomics AP
Finite	Biology AP
Pre-Calculus Honors	Chemistry AP
Calculus Honors	Physics AP
Calculus AP	Environmental Science AP
Stats AP	Geology (beginning 2020)
English 9 Honors (ends 2020)	Computer Science AP
English 10 Honors (ends 2021)	Spanish III Honors
English Language & Composition AP	Spanish IV Honors
English 12 Honors	Spanish Language AP
English Literature & Composition AP	German Language AP
Expository Writing	French III Honors
Advanced Speech	French IV Honors
US History AP	Art History AP
US History Honors	2D Art & Design
Government AP	
Government Honors	

GRADUATION

Classes of 2020-2023

Valedictorian/Salutatorian: The valedictorian and salutatorian will be declared at the end of the 7th semester. Selection will be determined by grade ranking to the hundredth place:

Example 1:

- Student #1 GPA=4.282
- Student #2 GPA=4.273
- Student #1 would be declared valedictorian

Example 2:

- Student #1 GPA=4.283
- Student #2 GPA=4.282
- Co-Valedictorians will be declared and no salutatorian will be named

Class of 2024+

Academic Distinction Program: Students with a 4.0+ GPA will be recognized through the Latin Honors System.

Summa Cum Laude: 4.4+

Magna Cum Laude: 4.2-4.39

Cum Laude: 4.0-4.19

GRADUATION POLICY

To participate in graduation ceremonies, students must complete all graduation requirements by the end of semester 2. Any students who do not complete all requirements will be notified they will not be able to participate in the graduation ceremony.

Students who do not complete all graduation requirements within their four years of high school will have the following option:

- Return to PHS in a credit recovery program held from 3:00 pm – 6:00 pm Monday – Friday
- This option will be developed through a contract with the student and includes making adequate progress towards completion of graduation requirements
- If a student does not make adequate progress, they will be asked to enroll in an Adult Education Program
- Students on track for a Certificate of Completion will be allowed to attend school until 21 years of age during the standard school day and school year.

GRADUATES - EARLY (Policy 5464)

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a State early graduation scholarship subject to the provisions of Indiana Statutes.

GRADUATES - MID TERM

Requirements:

- Complete all credits by the end of semester 1
- Complete all additional PTS graduation requirements
- Complete the Application for Mid-Term Graduation prior to the start of the school year including a parent conference with the School Counselor to offer guidance
- Receive approval of the Application for Mid-Term Graduation by August 31
- Documentation of enrollment in college, enlistment into the military, or employment including a start date. Extenuating circumstances will be considered.
- Agree to enrollment during semester 2 in an online course that supports Career Exploration Skills.
- Monthly contact with the School Counselor for additional guidance and support.
- Maintain 95% attendance throughout semester 1

Failure to abide by any of these requirements will result in the student remaining enrolled for a full schedule of courses during semester 2.

Failure to abide by the State of Indiana Mandatory Compulsory Attendance Laws will result in a referral to the justice system.

GRADUATION REQUIREMENTS (511 IAC 5-3-1 to 2, 7-7-1 to 15; Policy 5460)

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must complete all requirements by the State Board of Education for graduation, meet additional school requirements, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation will be determined by their IEP team.

The graduation requirements each student is required to meet are:

1. The academic standards tested in the graduation examination;
2. The course and credit requirements for General, Core 40, Core 40 with Academic Honors, or Core 40 with Technical Honors adopted by the State Department of Education;
3. Additional graduation requirements established by the Board of School Trustees.

Additional information about Core 40, Core 40 with Academic Honors, Honors Diploma, and Technical Honors Diploma is available at this web site: http://www.in.gov/icc/files/Core_40_and_Honors_Diploma_Requirements.pdf

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met

GRADUATION REQUIREMENTS (CREDITS)- CLASS OF 2016 AND BEYOND

Course and Credit Requirements	
English/ Language Arts	8 credits
	Senior English may include: English 12, Biblical Literature, Adv. Speech, Expository Writing, Film Lit, Ethnic Lit, or English AP
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits

TOGETHER WE EXCEL

	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits Marching Band or JROTC: 2 credits = 1 PE credit with a max of 1 credit
Health and Wellness	1 credit
Careers	1 credit
Personal Financial Responsibility	1 credit
Electives*	6 credits (College and Career Pathway courses recommended)
40 Total State Credits Required	

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section

For the Core 40 with Technical Honors diploma, students must:

1. Complete all requirements for Core 40.
2. Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

TOGETHER WE EXCEL

- a. State approved, industry recognized certification or credential, or
- b. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
3. Earn a grade of "C" or better in courses that will count toward the diploma.
4. Have a grade point average of a "B" or better.
5. Complete one of the following,
 - a. Any one of the options (A - F) of the Core 40 with Academic Honors
 - b. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - c. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - d. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

GRADUATION QUALIFYING EXAM (ISTEP - ENDS WITH THE CLASS OF 2022)

Students must meet all requirements of Portage Township School Corporation and meet or exceed the requirements of the Indiana GQE or meet requirements of a graduation pathway to qualify for a diploma. Students who do not meet GQE standards may apply for a GQE waiver through their counselor.

GRADUATION QUALIFYING EXAM WAIVER REQUIREMENTS (expires June 30, 2022): (IC 20-32-4-4)

Students who are unsuccessful in passing the graduation exam by the end of their senior year may be eligible for the Evidence-based or Work-readiness waiver, which includes the following criteria:

Evidence-based Waiver

1. Take the graduation exam in each subject in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the exam.
2. Complete remediation opportunities provided to the student by the school.
3. Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against the student's attendance rate).
4. Maintain a grade point average of "C" or better in the courses required for graduation
5. Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).
6. Obtain a written recommendation from a teacher of the student in the subject area(s) not passed. The recommendation must provide documentation that the academic standards have been met, either through other tests or classroom work, be aligned with the governing body's relevant policy and must be agreed upon by the principal.

Work-readiness Waiver

1. Take the graduation exam in each subject in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the exam.
2. Complete remediation opportunities provided to the student by the school.
3. Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against the student's attendance rate).
4. Maintain a grade point average of "C" or better in the courses required for graduation
5. Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).
6. Complete all the following:
 - a. Meet the course and credit requirements for a General Diploma (including the career academic sequence);
 - b. Complete a workforce readiness assessment; and
 - c. Complete at least one industry certification from the state board's approved industry certification list.

Children with disabilities (IC 20-32-4-5)

If a student with a disability (as defined in IC 20-35-1-8) does not achieve a passing score on the graduation exam (before July 1, 2022) or fails to meet a postsecondary readiness competency requirement, the student's case conference committee (CCC) may determine that the student is eligible to graduate if the CCC finds the following:

1. The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation exam (before July 1, 2022) or successfully completed a postsecondary readiness competency, makes a written recommendation to the CCC.
2. The recommendation must be aligned with the governing body's relevant policy; agreed upon by the principal of the student's school; and supported by documentation that the student has attained the academic standard in the subject area based on tests or competencies other than the graduation exam (before July 1, 2022) or postsecondary readiness competencies established by the State Board; or classroom work.
3. The student meets all of the following requirements: Retakes the graduation exam in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program (IEP). This expires July 1, 2022. Completes remediation opportunities provided to the student provided to the student by the student's school to the extent required by the student's IEP. Maintains a school attendance rate of 95% or better over the course of the high school experience to the extent required by the student's IEP (excused absences are not

counted against a student's attendance rate). Maintains a grade point average of "C" or better in the courses required for graduation. Satisfies all state and local graduation requirements.

4. Per IC 20-26-5-37, a school corporation shall not require a student with a disability to complete locally required credits that exceed state credit requirements to receive a diploma unless otherwise required as part of the student's IEP.

Postsecondary Readiness Competency Waiver (effective July 1, 2018): (IC 20-32-4-4.1)

A student may receive a waiver from the postsecondary readiness competency requirements:

1. The student was unsuccessful in completing a postsecondary readiness competency requirement by the conclusion of the student's senior year, including a student who was in the process of completing a competency at one school that was not offered by the school to which the student transferred; and the student attempted to achieve at least three separate postsecondary readiness competencies; or
2. If the student transfers to a school during the senior year from a non accredited nonpublic school or an out-of-state school and the student:
 - a. Attempted to achieve at least one postsecondary readiness competency requirement; and
 - b. Was unsuccessful in completing the attempted postsecondary readiness competency.

To receive a waiver, the student must:

1. Maintain at least a "C" average, or its equivalent, throughout the student's high school career in courses comprising credits required for the student to graduate;
2. Maintain a school attendance rate of at least 95% with excused absences not counting against the student's attendance;
3. Satisfy all other state and local graduation requirements beyond the postsecondary readiness competency requirements; and
4. Demonstrate postsecondary planning, including:
 - a. College acceptance;
 - b. Acceptance in an occupational training program;
 - c. Workforce entry
 - d. Military enlistment; that is approved by the principal of the student's school.

GRADUATION PATHWAYS

Students in graduating classes 2019-2022 have the option to earn their diploma via a graduation pathway in lieu of passing the Graduation Qualifying Exam. Students in graduating classes 2023 and beyond must graduate via a graduation pathway.

Bucket 1: Earn at least one diploma designation

- Core 40 Diploma: Minimum 40 credits
- Academic Honors Diploma: Minimum 47 credits
- Technical Honors Diploma: Minimum 47 credits
- General Diploma: Minimum 40 credits and Core 40 opt out completed

Bucket 2: Learn and demonstrate employability skills

Must complete one of the following:

- Project based learning experience: Working for an extended period to investigate and respond to an authentic, engaging and complex question, problem, or challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information.
- Service based learning experience: Integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility and strengthen communities.
- Work based learning experience: Reinforces academic, technical, and social skills learned in the classroom through collaborative activities with employer partners, allowing students to apply classroom theories to practical problems, explore career options, and pursue personal and professional goals.

Bucket 3: Demonstrate postsecondary ready competencies

Must complete one of the following:

- Honors Diploma: Academic or Technical
- SAT: Reading/writing=480; Math =530
- ACT: English=18, Reading=22, Math=22, Science=23
- ASVAB: Minimum of 31
- Industry Certification: Certification from approved DWD list
- CTE Concentrator: C average or higher in an approved career sequence
- AP/IB/Dual Credit/Cambridge International/CLEP Exam: Earn at least a C average in at least three courses – one must be in a core area
- Locally created pathway: SBOE approved

HOMEWORK (Policy 2330)

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning. Homework is an integral part of the educational process.

HOMEWORK REQUEST

It is in the self-interest of the student to promptly make up all work regardless of the reason for the absence. In any absence, it is the student's responsibility upon his/her return to meet with each teacher and determine any and all work that must be completed. If a student has been absent one (1) day with the knowledge of a forthcoming test or assignment due, he/she will be expected to take the test or turn in the assignment upon his/her return to school. If a student is absent more than one day, all work made up within the designated time limit of one school day for each school day absent will be fully credited, with a maximum limit of ten (10) consecutive days. If a student is absent three (3)

HONORS COURSES

Honors courses will provide an opportunity for students to experience courses that are commensurate with what they should encounter at the college level of education. These courses require a level of commitment and expectations. Honors courses are important for college admission to demonstrate a student's readiness for college level courses. When a student transfers to Portage High School, the student's transcript will be evaluated according to the courses offered at Portage High School. Honors courses will be accepted from other schools if they correspond to honors courses offered at Portage High School.

Criteria for designation as an Honors course:

1. Course requires outside preparation of an analytical nature above and beyond the instructional level of an average course.
2. Course involves in-depth independent study, research, or project completion.
3. Course provides the opportunity for students to demonstrate advanced skill or ability within the subject area.
4. Grade weighting will follow the procedure adopted by PHS.

HONOR ROLL

The Honor Roll is calculated on each semester. This designation will be printed on the report card and given to local newspapers for publication. To be on the "Principal's Honor Roll", a student must have a 4.0001 or above for the semester. To be on the "A Honor Roll", a student must have a 3.5 – 4.0 gpa for the semester. The "B Honor Roll" will be awarded to a student who has a 3.0 – 3.4999 for the semester. To be on the Honor Roll, a student must attempt at least six credits.

MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT

Students may choose to receive high school credit for specific courses taught in middle school. These courses follow the same curriculum and standards as their high school equivalent.

- 8th grade students will be given the opportunity to take and receive high school credit for Preparing for College and Careers. This grade will be reported on the transcript and factored into the GPA.
- 8th grade students who are eligible to take Algebra I or Geometry will be given the option to count the grade in the high school grade point average calculation. This decision will be made by the end of the 8th grade school year. The form will be given to students to be signed by parents and returned to their middle school teacher. Once it has been removed from the calculation, it cannot be re-added. (Effective Class of 2024)
- The grade will remain on the transcript regardless if it is being counted in the GPA or not

PEER TUTORING

Students in grades 10 through 12 may request to be a peer tutor for one or two semesters each year. Students must demonstrate initiative, reliability, excellent attendance, and appropriate conduct. A minimum 2.0 GPA is required. Students may earn one credit per semester..

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal. Awards vary by school and include Honor Roll Awards, Athletic Awards, and Special Awards. See the school website for details of school awards.

National Honor Society

1. All PHS students who have completed four semesters and have a cumulative GPA of 3.5 or higher are notified in September of each year that they have met the scholarship requirement for membership in the National Honor Society and are invited to become candidates for membership.
2. Candidates must complete an Information Sheet, which documents their Leadership, Service, and Character. Scholarship alone does not insure membership.
3. The Information Sheet is reviewed by the five-member Faculty Selection Committee, along with letters of recommendation and comments submitted by the faculty and administration.
4. Candidates must receive a majority vote of the Faculty Selection Committee; the sponsor does not vote.
5. Any juniors who are not selected may resubmit information their senior year provided they still have a GPA of 3.5 or higher.
6. New members are inducted into the chapter at a formal ceremony in the fall.

Requirements of Members

1. Members are expected to be active in the chapter and attend meetings.
2. Members are also expected to maintain the standards of high character and leadership established by National Honor Society.
3. Any member whose GPA falls below 3.5 is placed on probation and faces loss of membership if it is not raised.
4. Community service is an important part of this organization. Members are expected to earn 6 service points each year (3 hours equals 1 point) with a minimum of 2 points earned each semester.
5. Members who fail to maintain the standards and expectations of National Honor Society may be dismissed from the chapter by a majority vote of the Faculty Council; the sponsor does not vote.

Academic Lettering

In an effort to recognize Portage High School students who have demonstrated a high academic achievement and to encourage others to strive to achieve their highest academic potential, the Portage Township Board of School Trustees has established a system of academic lettering as follows:

1. Upon the completion of at least four (4) semesters (24 credits), a student must achieve a minimum cumulative GPA of 3.50 to be eligible for an initial academic letter.
2. Juniors and seniors who qualify will receive a letter of notification in the spring.
3. Qualifying students who already have a non-academic letter may substitute an Academic shield or chevron in lieu of another "letter".
4. Qualifying students will be able to earn a letter (junior year) and an academic lamp (senior year).
5. Awards are distributed at the Academic Awards Night in the spring.
6. The program will be administered by the Guidance Department under the direction of the Assistant Principal in charge of Student Activities.

Academic Hall of Fame

The following criteria must be met for the Academic Hall of Fame:

1. A cumulative GPA of 3.5 through 7 semesters
2. Earn an Academic Honors Diploma or Technical Honors Diploma
3. Composite score on the SAT of 1250 or ACT 26
4. Passed the Graduate Qualifying Exam

ACES

Determination for ACES (Academic Champions Excelling in School) will be at the end of the student's 7th semester. Such designation is granted to the top 30 students in the senior class. These students are invited to attend a sprint banquet accompanied by their parents and an "influential" educator of their choice.

National Honor Society: Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Selection of membership is based on outstanding scholarship, character, leadership, and service.

REPORT CARDS

Students shall receive a report card at the end of each marking period. The report card will indicate grades for each course of study for that portion of the academic term. The report card will be available through the Power School Portal approximately 10 days after the Quarter/Semester ends. If a student or parent finds an error on the report card, please communicate with the teacher within 2 weeks of report cards being available.

SCHEDULING AND ASSIGNMENT OF COURSES (Policy 5120)

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. Students are expected to follow their schedules.

- During the scheduling process, students are expected to submit their course requests on time. Students will be given the opportunity to review their requests in PowerSchool prior to finalizing schedules. Deadlines to change requests will be posted.

Schedule change procedures

1. Changes prior to the start of the school year for semester 1 will only be honored for the following reasons:
Misplacement or course completed over the summer.
2. Changes after the start of the school year for semester 2 will only be honored if the course: has available openings; change helps to balance classes; changes do not impact current year long courses.

Dropping a course

A course may be dropped only for a study hall between weeks 2 and 6 of the semester. The student must not have a study hall or teacher assistant already scheduled. The student will receive a W on the transcript if passing and a WF if failing at the time of withdrawal. After week 6, the student must complete the semester of the course. Consultation between the Teacher, Student, Parent, and Counselor will take place prior to any removal from a course. Extenuating circumstances may require exceptions to this policy and approval by administration.

SCHOOL FLEX SCHEDULE (IC 20-30-2-2.2)

Students who meet the following criteria may be considered for a partial day schedule:

- Senior
- Failed the GQE or equivalent exam at least twice
- Chronically absent (missing 10% or more) or habitual truant
- Significantly behind in credits
- Previously undergone a 2nd suspension or an expulsion for the school year
- Determined by a Principal and Parent to benefit by participating

Student must agree to:

- Attend school for at least 3 hours of instructional time per school day
- Pursue a timely graduation
- Provide evidence of college or technical career education enrollment and attendance or proof of employment
- Not be suspended or expelled while participating in the program
- Maintain 95% attendance

STUDY HALL

A student who is not a Teacher Assistant may choose to enroll in one Study Hall per semester. This is a 49 minute period within the school day to focus on the completion of academic homework. No credit will be awarded for Study Hall.

SUMMER SCHOOL

Summer School is offered to assist students who need to earn additional credits in order to graduate. Summer School requires a separate fee to be paid at the time of enrollment.

Guidelines:

- Students who need to retake a course previously failed
- Students who wish to accelerate their credits
- Students who need to accommodate additional PHS courses during a standard school year

Students who are not progressing towards graduation, may be required to attend summer school:

- Current Seniors who have not completed graduation requirements
- Current Juniors with less than 20 credits at the end of semester 1
- Current Sophomores with less than 10 credits at the end of semester 1
- Current Freshman with less than 5 credits at the end of semester 1

TRANSCRIPTS AND TRANSCRIPT REQUESTS

Transcripts include only Semester 1, Semester 2, and Summer School grades. Quarter grades are not reported on Transcripts. Requests should be made electronically through <https://www.parchment.com/>. There will be a \$2.00 postage and handling fee charged for any additional documents that need to be mailed by the registrar.

Paper transcripts may also be requested through the registrar's office. "OFFICIAL" transcripts are sent directly from the registrar to the requested agency. "UNOFFICIAL" transcripts can be given directly to the student and/or parent. A \$2.00 fee is required for each request. **Please note there is a 48-hour minimum required to process any and all transcript requests.**

SECTION III - SAFE EDUCATIONAL ENVIRONMENT

SCHOOL CAMERAS (Policy 7440)

The School Board has authorized the installation of cameras in Schools for purposes of monitoring student behavior. If a student is reported to have misbehaved and his/her actions were recorded and submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a visitor's pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor's pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Students and staff are expected to immediately report to a teacher or administrator any student not wearing their school issued student ID badge.
- All outside doors are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- Students may not bring visitors to school.
- All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- All students are to wear student ID's while in school and during after-school events hosted at Portage High School.
- The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property and promote security.

ANTI-HARASSMENT (Policy 5517)

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code. The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below:

1. Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, home school advisor, teachers, counselors, or the Superintendent.
2. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the Director of Human Resources. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two (2) administrators.
3. The administrator or Board official receiving the report will conduct a prompt investigation.
4. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy.
5. A meeting between all concerned parties will be held within five (5) workdays after receipt of a complaint.
6. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified. A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within ten (10) days of receipt of the decision.
7. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal.
8. Within ten (10) days of the appeal being filed, the Superintendent or designee will provide a written decision.

TOGETHER WE EXCEL

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

HARASSMENT: RACE/COLOR/RELIGION/NATIONAL ORIGIN/AGE/DISABILITY/OTHER (Policy 5517)

Verbal

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

Nonverbal

Placing insulting or threatening objects, pictures, or graphic commentaries in the School climate or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Physical Contact

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Administration Office. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

1. Protect the confidentiality of the student who files a complaint, to the extent feasible;
2. Encourage the reporting of any incidents of sexual or other forms of harassment;
3. Protect the reputation of any party wrongfully charged with harassment.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE (Policy 4217)

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

SEARCH AND SEIZURE (Policy 5771)

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules.

Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items, which have been confiscated.

SEXUAL HARASSMENT (Policy 1662)

Sexual harassment may include, but is not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. Physical and/or sexual assault;
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;

TOGETHER WE EXCEL

- E. Sexually suggestive objects, pictures, videotapes, audio recordings, information on a personal communication device, or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. Inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

SMOKING/TOBACCO/OTHER RELATED PRODUCTS

Smoking and the possession of cigarettes or other tobacco products (electronic cigarette, electronic vaping device, cigar, pipe, snuff, or any other matter or substance that contains tobacco) is prohibited at school for all students. Therefore, students may not be in possession of nor use any tobacco product while on school property including while in private cars in the parking lot or on access roads. Students may not leave campus for this purpose at any time during the school day. Individual students abusing this policy shall be disciplined in a manner deemed appropriate.

Possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices

1st Offense: 1 Day OSS and ticket issued by SRO

2nd Offense: 3 Day OSS and ticket issued by SRO

3rd Offense: 5 Day OSS recommendation of expulsion and ticket issued by SRO

STUDENT SUGGESTIONS AND COMPLAINTS (Policy 5710)

The School is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal.

At times, students are asked to provide an eye-witness account of events or circumstances that have occurred on school property, during school hours, or involving staff. In these instances, students are treated as witnesses and these accounts may occur with law enforcement or legal presence along with the school principal. In these instances, school administration will make every effort to inform parents of said process and will ensure students have the right to non-incrimination. If the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the principal. That grievance will be investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

USE OF AN OBJECT AS A WEAPON (Policy 3217)

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel, as well as a School Resource Officers or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm.)

Exceptions to this policy include:

TOGETHER WE EXCEL

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings;
- C. starter pistols used in appropriate school related sporting events.

Staff members must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

VISITORS (Policy 9150)

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. At the time of sign in, a valid government I.D must be presented. Any visitor found in the building without signing in and having a pass shall be reported to the Principal and school resource officer. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION (Policy 8600)

The School provides bus transportation for all students who live farther than (Elementary and Middle School) 1 mile, and High School 1.5 miles from School. Homeless students are eligible to receive transportation services upon approval through the Administration Office. The bus schedule and route is available online or by contacting the Director of Transportation at 219-763-8080.

Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. A change in a student's regular assigned bus stop may be granted for a special circumstance, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. The principal approves a day-to-day change. Longer changes must be approved through the transportation department. The bus schedule and routes are available by going to the Portage Schools website. To verify your school district: Click on the Versatrans E-link. Then enter **User Name** – (enter the word **student**) and the **Login** - (enter the word **student**). From there you will find easy to enter information that will provide you the transportation information you need for the bus. If you have additional questions, please call us at: 219-763-8080.

Students will ride only their assigned school buses and will board and depart from the bus at their assigned bus stop. Students will not be permitted to ride unassigned buses for any reason other than an emergency. A note from the parent must be presented to the Principal for approval and obtain a signature. Students may have one stop in the AM and another in the PM. If it is necessary for your student to come home instead of after school care then he/she MUST be provided "parent transport".

BUS CONDUCT

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and will assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

- **Previous to loading (on the road and at School)**

Each student shall:

1. Be on time at the designated loading zone (10 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a roadway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

- **During the trip**

Each student shall:

1. Remain seated while the bus is in motion;
2. Keep all body parts inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not tamper with the bus or any of its equipment.

- **Leaving the bus**

Each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not drop off students at places other than their regular stop at home or at School unless she/he has proper authorization from School officials.

RULES & CONSEQUENCES

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Bus rules are as follows:

TOGETHER WE EXCEL

1. Obey the driver at all times.
2. Follow all directions given by the driver when boarding and departing the bus. Do not cross the street until directed by the driver.
3. The school bus is an extension of your school; therefore, all rules and code of conduct apply while riding the bus.
4. Be seated immediately and properly (bottom on bottom, back on back and feet on floor in front of you) upon entering the bus in the seat assigned by the driver. Once on the bus, remain on board sitting properly until your stop, unless instructed by the driver.
5. No standing or moving place to place during the trip (stay seated).
6. Loud, boisterous or profane language or indecent conduct will not be tolerated.
7. No windows or doors will be opened or closed except by permission of the driver.
8. Students are required to be at their stops 10 minutes prior to the scheduled bus arrival time.
9. Only regularly assigned students are allowed to ride the buses. Special permission to ride the bus may be granted by the Principal and/or the Director of Transportation.
10. Drivers are required to pick-up and drop-off students at their assigned stops only! Requests for exceptions to this rule must be put in writing and approved by the principal in advance. There will be no exceptions!
11. No eating, drinking or chewing gum on the bus.
12. No animals, insects or other matter, which, in the opinion of the driver could be a deterrent to control or discipline, shall be allowed on board.
13. No skateboards, basketballs or any other objects that would be considered flying projectiles by state law and transportation are allowed on the bus.

Consequences for violating these rules may consist of a warning from the driver, seat change, referral to building principal, or removal from the bus for periods of: 1 to 3 days, 5 to 10 days, remainder of semester, or removal for the rest of the school year.

SCHOOL BUS CAMERAS

The School Board has authorized the installation of cameras on School buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus, his/her actions were recorded and submitted to the Principal which may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

SECTION V - ATTENDANCE

ATTENDANCE (Policy 5200)

Attendance at school is vital to a student's academic progress and success. School personnel must ensure that appropriate outreach, intervention, and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect. In cases of truancy, school personnel must meet with the student and parent in order to determine needed support and an appropriate course of action, which may include, but is not limited to: discipline, home visits, guidance intervention, referral for counseling, and/or referral to after-school programs. Students/parents may also be referred to the Portage/Porter County Truancy Court in violation of Indiana Compulsory Attendance Law. The school's Attendance Officer should review cases of chronic absenteeism and/or truancy and should involve teachers, deans, guidance counselors, social workers, and other school staff in facilitating a resolution. Cases of suspected educational neglect must be reported.

ATTENDANCE POLICY

It is imperative that students be in attendance each School day in order not to miss a significant portion of their education. Important learning outcomes result from active participation in classroom and other School activities, which cannot be replaced by individual study. The School is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their School careers.

EXCUSED ABSENCES

Defined as absences where the student has missed due to illness as reported by the parent/guardian. This student remained home but did not see a doctor. Also, absences that are the result of planned and approved vacations are excused (if not approved, a vacation would be classified as unexcused.) **A student is allowed up to five (5) excused absences a year. Any absence after the 5th day will not be excused without proper medical/legal documentation.**

Students may be excused from School for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Members of and students who participate in any Indiana wing of the military
- Personal illness but not illness in the family unless the circumstances are approved by the principal
- Death in the immediate family
- Bona-fide religious holiday
- Professional appointments that cannot be scheduled at non-school times
- Two college visits for 11th or 12th grade students (or more with principal permission)
- Statutory reasons as provided by Indiana Code 33-2-14, -15, -16, -17, 17.2 and -17.5 (*Note: Absences for any of these statutory reasons are excused*).

Students with a health condition that causes repeated absence are to provide the School office with an explanation of the condition from a licensed physician or other qualified practitioner as provided in Indiana Code 20-33-2-18.

Parents/Guardians must provide an explanation for their child's absence by no later than 24 hours from the day of the absence. Advance notice or notification on the day of the absence is preferred. Parents are to call the school office and explain the reason for the absence. Parents can also email phs.attendance@portage.k12.in.us. If the absence can be foreseen the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed School work. It is the responsibility of the student/parent to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

During the next grading period, a "frequently-absent" student may be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular-school activities and events and a notation made on his/her transcript concerning his/her frequent absence from School. Such a report may be provided to postsecondary institutions and/or possible employers.

Note:

Statutory reasons for excused absences as provided by Indiana Code 20-33-2-14, -15, -16, -17, -17.2 and -17.5 include:

- A. Service as a page or as an honoree of the Indiana General Assembly.

TOGETHER WE EXCEL

- B. Service on the precinct election board or as a helper to a political candidate on Election Day.
- C. In response to subpoenas to appear in court as a witness.
- D. Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- E. Service as a member of the Indiana wing of the civil air patrol under the terms stated in Indiana Code 20-33-2-17.2.
- F. Authorized attendance at an educationally related non-classroom activity under the terms stated in Indiana Code 20-33-2-17.5.

CLASS TRUANCY/"MOD TRUANCY"

A "mod truancy" is defined as being "truant to class or cutting classes (reporting to school and failing to attend one or more programmed classes)." Not attending a class or a part of class without a pass or documentation from a faculty member will result in progressive discipline. For the safety of all students, it is imperative that the adults within the building can account for every student on their class roster.

- **1st Offense:** 1 Day- RPR
- **2nd Offense:** 2 Days- RPR, parent conference requested, intervention with School Social Worker
- **3rd Offense:** 1 Day- OSS, parent conference requested, continued support with SSW
- **4th Offense:** 3 Days- OSS, parent conference requested, continued support with SSW, review of placement
- **5th Offense:** Recommendation of expulsion and/or change of placement

STUDENT VACATIONS

Parents are encouraged not to take their child out of School for vacations. When a family vacation must be scheduled during the School year, the parent(s) must discuss the matter with the principal, two weeks in advance to make necessary arrangements and fill out a form for the vacation. (See the principal for the form). It may be possible for the student to receive certain assignments that are to be completed during the trip. Excused absences for a vacation may not be more than **5 days**. Any absence of this type must be arranged and documented with the principal two weeks in advance. Vacations during state testing dates will be denied.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up school work lost due to suspension within the equivalent number of days as the suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from School. Assignments may be obtained by a 24-hour notice upon request. Make up of missed tests may be scheduled when the student returns to School. The student will be given credit for properly completed assignments and a grade on any made-up tests.

TARDY POLICY

Each student is expected to be in his/her assigned location throughout the School day. If a student is late in arriving at School, s/he is to report to the School office before going to his/her first assigned location. Any student who is late for class up to 5 minutes shall be considered tardy and may be disciplined by the teacher or principal. *Students who are more than 5 minutes late to Mod 1 class will be considered truant/unexcused.*

Tardies are cumulative for each grading period (9 weeks.)

- **1st tardy:** Student warning
- **2nd tardy:** Student warning
- **3rd tardy:** Student will be sent a message through Schoology acknowledging tardies with parent communication
- **4th tardy:** Wednesday class
- **5th tardy:** Extended Wednesday class and referral to attendance personnel
- **6th tardy:** Extended Wednesday class and referral to attendance personnel
- **7th tardy:** RPR
- **8th tardy:** RPR
- **9 or more tardies:** Two (2) days RPR and/or social suspension

***Each additional tardy will be reported to administration for disciplinary action. Habitual tardiness may result in loss of driving privileges and/or additional consequences.

TRUANCY AND TRUANCY REFERRALS (Policy 5200.01)

Any student who accumulates ten (10) or more non-exempt absences in a current school year meets the legal definition of a habitual truant. It is vitally important to understand when calculating attendance in terms of absences, every three (3) tardies will equate to one (1) truancy. Therefore, if a student is late twenty-one (21) times s/he will have accumulated the equivalent of seven (7) truantries. With this being said, students under the age of eighteen (18) who miss the equivalence of ten (10) days of

TOGETHER WE EXCEL

instruction meet the conditions at which a parent can be reported to Child Protective Services on the basis of Educational Neglect. However, as educators our duty is to provide our students and parents with valuable information and tools that will enable our students to effectively learn. Our first priority through this process is to engage in clear meaningful communication with full intention on remediating the behavior and addressing the root cause of the excessive absences. The goal of PTS is to eliminate the truancy/tardy issue, thus enhancing the learning capabilities of our students.

- When a student attains the equivalent of **three (3) days** of excused and unexcused absences combined, the following will occur:
 - Parents/Guardians will receive a letter regarding the Compulsory Attendance Law
- When a student attains the equivalent of **five (5) days** of excused and unexcused absences combined, the following will occur:
 - Phone conference will be conferred by the Principal's designated staff member
 - Consulting services with School Social Worker, School Advisor, and/or Guidance Counselor will be initiated
 - Parents/Guardians will receive a letter regarding the Compulsory Attendance Law
 - Student will receive one (1) day RPR
- When a student attains the equivalent of **seven (7) days** of excused and unexcused absences combined, the following will occur:
 - The family will receive a home visit by appropriate district employees to discuss issues and social services that may be available
 - Parents/Guardians will receive a letter and phone call regarding the Compulsory Attendance Law and spell out the next steps should their student reach ten (10) or more absences
 - Student will be placed on an activity restriction (Social Suspension) list to include
 - Attendance to any extracurricular activities including but not limited to: athletics, athletic events, clubs, dances, or other after school activities
 - *A student will be removed from social suspension once they complete 15 school days in a row with zero trancies in ALL classes*
 - Suspension or denial of ability to attain any licenses and/or permits to include:
 - Work permit, Driver's permit, and/or Driver's license
 - Student will receive two (2) days RPR
- If and when a student attains the equivalent of **ten (10) days** of excused and unexcused absences combined, the following will occur:
 - Parents/Guardians will be requested into a conference where:
 - Student and parents/guardians will be referred to services through Community Partners program
 - Referral to Child Protection Services in regards to Educational neglect
 - Referral to Portage Attendance Court
- If and when a student attains the equivalent of **fifteen (15) days** of excused and unexcused absences combined, the following will occur:
 - Recommendation of expulsion

UNEXCUSED ABSENCES

Defined as any absence where a parent has not informed the appropriate school authorities of their students absence either in advance or on the day of. It is recommended that the student return with an absence note upon their return also. Unexcused absence from School (truancy) is not acceptable. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences in one (1) school year. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

The student's principal or designee is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

Students who are truant may receive no credit for schoolwork that is missed. Habitual truancy can result in:

- A. Assignment to an alternative placement with loss of participation in School activities and events;
- B. A loss of driver's license through the Bureau of Motor Vehicles;
- C. **A referral to truancy court;**
- D. A report to juvenile authorities;
- E. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.
- F. A recommendation to the Porter County Truancy Court.

SECTION VI- CORPORATION BEHAVIORAL EXPECTATIONS

STANDARDS OF BEHAVIOR

All members of the school community— students, staff, and parents—must know and understand the standards of behavior that all students are expected to live up to and the consequences if these standards are not met. Portage Township Schools have expectations for good behavior and believe that the expectations for good behavior are not grievous. These standards of behavior help each student and are an expectation without excuse. The Discipline Code provides a description of conduct that does not meet the standards of behavior expected of students at Portage Township Schools. It includes a range of guidance interventions and a range of permissible disciplinary and intervention measures that schools may use to address misbehavior. The Discipline Code applies to all students.

It is important that there is maximum consultation and communication between the school and the home. Guidance conferences attended by the principal or his/her designee, a guidance counselor, the student's parent(s), and one or more of the student's teachers are an effective means of encouraging parental input and should be held with students when appropriate. Parents who want to discuss guidance interventions in response to student behavior should contact their child's school, including the Home/School Coordinator or Principal. In the event a student engages in inappropriate behavior, the principal or principal's designee must report the behavior to the student's parent. When a student is believed to have committed a crime, the police must be summoned and the parent must be contacted.

CREATING SAFE, SUPPORTIVE AND INCLUSIVE SCHOOLS: PROMOTING POSITIVE STUDENT BEHAVIOR

School culture and climate have a profound impact on students' academic progress and their relationships with peers and adults. Each school is expected to promote a positive school culture that provides students with a supportive environment in which to grow both socially and academically. Connecting students to school through opportunities to participate in a wide range of pro-social activities and to bond with caring, supportive adults, coupled with a comprehensive program of prevention and intervention, provides students with the experiences, strategies, life skills, and support they need to thrive. Social-emotional learning is a basic component of a school's program of universal prevention for all students. Schools are expected to take a proactive role in nurturing students' prosocial behavior. Providing a range of positive behavioral supports as well as meaningful opportunities for social-emotional learning fosters resiliency. PTS builds effective social-emotional learning through our **Core and Critical Values**. When students develop these values, they experience more positive relationships with peers, engage in more positive social behaviors and are less likely to engage in misconduct.

Establishing a school-wide tiered framework of behavioral supports and interventions is essential to implementing progressive discipline. The goal of behavioral supports is to foster resiliency, understand and follow school rules, and support them in developing the skills they need to meet behavioral expectations. School staff members are also responsible for addressing inappropriate student behaviors that disrupt learning. Administrators, teachers, counselors, and other school staff are expected to engage all students in intervention and prevention strategies that address a student's behavioral issues and discuss these strategies with the student and his/her parent(s).

Intervention and prevention strategies include but are not limited to guidance support and services to address personal and family circumstances; social-emotional learning; conflict resolution; peer mediation; collaborative negotiation; restorative circles; anger management; stress management; collaborative problem solving; communication skills acquisition; the use of alternate instructional materials and/or methods; enrichment services; alternate class placement; and/or development or review of functional behavioral assessments and behavioral intervention plans, which should be developed and/or reviewed as an early intervention strategy. Through the use of intervention and prevention strategies that engage students and give them a clear sense of purpose, school staff members facilitate students' academic and social-emotional growth and assist them in following school rules and policies.

ADDRESSING BULLYING AND BIAS-BASED BEHAVIOR

Each school is expected to promote a nurturing school culture that promotes positive interpersonal and intergroup relations and respect for diversity among students and between students and staff, providing all students with a supportive and safe environment in which to grow and thrive academically and socially. The ability of students to learn and meet high academic standards and a school's ability to educate its students are compromised when students engage in discrimination or harassment, bullying, or intimidating behavior toward other students.

Bullying and harassment can take many forms and includes behavior that targets students because of their actual or perceived race, color, national origin, ethnicity, citizenship/immigration status, religion, creed, disability, sexual orientation, gender, gender identity, gender expression, or weight. These behaviors pose a serious threat to all students, and it is a school's

TOGETHER WE EXCEL

responsibility to eliminate the hostile environment created by such harassment, address its effects, and take steps to ensure that harassment does not recur. Everyone in the school community—teachers, support staff, security agents, cafeteria, custodial staff, bus drivers, guidance counselors, students, and parents—needs to understand what bullying is and the IDOE rules that prohibit such behavior. Clarifying school-wide rules that prohibit bullying and discrimination and discouraging bystander behavior (on-looking) are vitally important to helping students play a pivotal role in bullying prevention.

Bullying is not a mutual conflict where two students argue and are both equally involved. Bullying is not a one-time incident of classroom meanness, conflict or troublesome situation where there is no real or perceived power difference. Obviously, these situations will be addressed but they do not meet the definition of bullying. The four types of bullying are;

1. Physical-pushing, shoving, pinching, hitting, knocking books, (any physical touching)
2. Verbal-name calling, teasing, threats, intimidation
3. Social/Relational-social isolation, intentionally trying to humiliate
4. Electronic or Written-cyber bullying (texts, facebook, twitter, instagram, snapchat, kik, etc.)

Students who are able to recognize and manage their own emotions are better able to be assertive rather than aggressive or passive when they interact with their peers. Students who develop caring and concern for others and establish positive relationships are less likely to engage in bullying or discriminatory behavior. Additionally, students who have learned how to make responsible decisions and handle challenging situations ethically and constructively are less likely to be bystanders and more likely to act as allies if a peer is the target of harassment of any kind. Students, parent(s)/guardians are encouraged to report incidents of bullying, with the option of reporting anonymously by calling the high school bully hotline and/or contacting a school staff member.

SECTION VII - DISCIPLINE

PHILOSOPHY

The Portage Township Schools Board of Trustees is committed to ensuring that our schools are safe, secure, and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, coaches, parents, counselors, social workers, safety personnel, related service providers, cafeteria workers, custodians, and bus staff—to treat one another with mutual respect. Included in this document is the Student Bill of Rights and Responsibilities, which promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students as they strive to become productive citizens in a diverse society.

CLASSROOM CLIMATE

It is the responsibility of students, teachers, and administrators to maintain a classroom climate that allows:

1. A teacher to communicate effectively with all students in the class; and
2. All students in the class have the opportunity to learn.

CODE OF CONDUCT (Policy 5600)

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. On School property at any time;
2. During and immediately before and after any School activity at any location;
3. Traveling to and from School or to and from a School activity;
4. Off school property if the conduct involves bullying or other inappropriate behavior or activities for students who attend school in the Corporation and the conduct has an adverse educational impact.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. Knowingly interfering with School purposes or inducing another student to do so;
2. Stealing or damaging School property or property of another person;
3. Knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. Possessing or providing an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. Possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices
 - 10.1. **1st Offense:** 1 Day OSS and ticket issued by SRO
 - 10.2. **2nd Offense:** 3 Day OSS and ticket issued by SRO
 - 10.3. **3rd Offense:** 5 Day OSS recommendation of expulsion and ticket issued by SRO
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
14. Materially altering any School document such as a hall pass;
15. Violating Indiana or Federal law;
16. Leaving a school activity or school property without prior approval of a teacher or supervising adult;
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. Attempting or conspiring with another person to violate any student behavior standard

CODE OF CONDUCT AND STUDENT BEHAVIORS ENFORCEMENT

The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, coaches, bus drivers and any other adult authorized by the School to supervise students. The objectives of the enforcement of these standards and the Code of Conduct are:

TOGETHER WE EXCEL

1. To protect the physical safety of all persons and prevent damage to property;
2. To maintain an environment in which the educational objectives of the School can be achieved;
3. To enforce and instill the core values of the Portage Township School Corporation and its School community.
4. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
 - a. The nature and extent of any potential or actual injury, property damage, or disruption;
 - b. The student's prior disciplinary history and the relative success of any prior corrective efforts;
 - c. The willingness and ability of the student and the student's parents to participate in any corrective action;
 - d. The interest of other students in the School in a school climate free from behavior that violates the School's behavior standards;
 - e. Any other aggravating or mitigating factor or circumstance.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. A deadly weapon is defined as a loaded or unloaded firearm; a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, or is readily capable of causing serious bodily injury.

Students with disabilities eligible under the IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605, AG 5605A, AG 5605B, and Federal due process rights appropriate to students with disabilities. Students who qualify for services under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines, which are available in the Central Administration office.

DETERMINING THE DISCIPLINARY RESPONSE

School officials must consult this document (the Discipline Code) when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate the totality of the circumstances surrounding the conduct. The following facts **must** be considered prior to determining the appropriate disciplinary measures:

- The student's age and maturity;
- The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each);
- The nature, severity, and scope of the behavior;
- The circumstances/context in which the conduct occurred;
- The frequency and duration of the behavior;
- The number of persons involved in the behavior;
- The student's IEP (Individualized Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable. Guidance interventions are an essential adjunct to disciplinary measures.

PROGRESSIVE DISCIPLINE

Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change. The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused;
- Understand what they could have done differently in the same situation;
- Take responsibility for their actions;
- Be given the opportunity to learn prosocial strategies and skills to use in the future; and
- Understand the progression of more stringent consequences if the behavior recurs.

TOGETHER WE EXCEL

Every reasonable effort must be made to correct student behavior through guidance interventions and other school-based strategies such as restorative practices. Guidance interventions are essential because inappropriate behavior or violations of the PTS Code of Conduct may be symptomatic of more serious problems that students are experiencing. It is, therefore, important that school personnel be sensitive to issues that may influence the behavior of students and respond in a manner that is most supportive of their needs. Appropriate disciplinary responses should emphasize prevention and effective intervention, foster resiliency, prevent disruption to students' education, and promote positive school culture.

When a student's misconduct results in a placement out of the classroom, the school may consider using peer mediation or the restorative practices as an effective strategy to support a successful return to the student's regular program. For students with disabilities whose behavior impedes the student's participation in school, a functional behavioral assessment (FBA) is an essential tool to understand the causes of the student's behavior. A behavioral intervention plan (BIP) after an FBA provides specific approaches to address the student's behavior.

Intervention Options	Disciplinary Response Options
<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Suggestion to a Community-Based Organization • Suggestion to appropriate substance abuse counseling services • Suggestions to counseling services for youth relationship abuse or sexual violence • Suggestion to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP) • Recommendation for Special Education 	<ul style="list-style-type: none"> A. Behavior correction by school staff B. Student/teacher conference C. Redirection by appropriate school staff (e.g., assistant principal, principal) D. Parent conference E. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities or communal lunchtime) F. Alternative placement to Restorative Room from classroom by teacher G. Suspension from Transportation H. Assignment to After School or Wednesday/Saturday School Detention or Restorative Room Placement for Behavior Intervention I. Restorative Room Placement for 1-5 Days J. Principal's out-of-school suspension for 1-5 days K. Assignment to Teen Court L. Assignment to Truancy Court M. Principal's out-of-school suspension for 6-10 days N. Principal's recommendation for expulsion or alternative placement
<p>When a student experiences difficulty or engages in inappropriate behavior, the teacher contacts the parent and, depending on the nature and severity of the behavior and the age and maturity level of the student, takes one or more of the following steps: a) has a conference with the student, b) refers student to school counselor, c) and/or refers the student to the principal's office. One or more interventions and/or options for disciplinary consequences are used to address the student's behavior.</p>	
<p>Universal Prevention for All Students</p> <p>The school takes a whole school approach to promoting positive behavior. Social-emotional learning is infused into the curriculum. Staff meets regularly to ensure that there is a comprehensive student support program in place that includes guidance services, opportunities for social-emotional learning, student engagement opportunities, and prevention and intervention behavioral supports to encourage and motivate prosocial student behavior and positive connection to the school community.</p>	

WHERE AND WHEN THE DISCIPLINE CODE APPLIES

The standards set forth in the PTS Code of Conduct apply to behavior: In school during school hours;

- Before and after school, while on school property;
- While traveling on vehicles funded by PTS
- At all school-sponsored events; and
- On other-than-school property when such behavior is unlawful and can be demonstrated to negatively affect the educational process or to endanger the safety of students and staff members.

DISCIPLINE: DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures. (Policy 5610 and 5611)

- **Suspension from School:** When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension. When a student is suspended, s/he may make-up work missed after returning to School or while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license. When a student engages in challenging behavior that may warrant a suspension, that student may also be assigned to Teen Court.
- **Notice of Teen Court (MS and HS):** When a student engages in challenging behavior that may warrant a suspension, that student may be assigned to Teen Court in the place of the suspension. When that happens, the parents and the student will be made aware of the responsibility to attend Teen Court. Both the parent and student will be responsible for adhering to the consequences assigned as a result of Teen Court. If those consequences are not followed then there will be a return to the original consequence of suspension.
- **Expulsion from School:** If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Assistant Superintendent for consideration for expulsion. The Assistant Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.
- **Notice of Expulsion Meeting:** The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Assistant Superintendent, will issue a written decision following the expulsion meeting. The student or his/her parents may appeal the expulsion to the Superintendent or Superintendent Designee.
- **Form-16:** The expulsion examiner may recommend a Form-16 for an offense that would normally be considered to be grounds for expulsion. This form permits flexibility to both the student/parent and the administration when dealing with serious conduct that warrants an expulsion, but due to particular circumstances, the student and the school may be better served by giving the student another opportunity to reform any alleged misconduct and continue the educational process without loss of time.

HALLWAY BEHAVIOR

As students pass from class to class or move through the corridors before school, at lunch time, or after school, the hallways need to be used in a manner that allows everyone an unobstructed passage. The most efficient method of moving through the halls is for all students to walk on the right side of the corridor. If students wish to stop and talk to friends, they should do so in the alcove areas of the school. At all times students should be courteous to others and speak at an appropriate volume so as not to disturb others. When class is in session students should be very quiet speaking only in a whisper when necessary. As students pass through the halls, trash cans are available to discard items and if items are on the floor, picking them up and depositing them in the nearest trash can will help keep Portage High School clean

EXPULSION (Policy 5610)

"Expulsion" means a disciplinary or other action where by a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

TOGETHER WE EXCEL

The term does not include situations when a student is disciplined under I.C. 20-33-8-25, removed from school pursuant to I.C. 20-34-3-9, or removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he shall be expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

APPEALS

Parents may appeal Principals' suspensions to the Assistant Superintendent.

MANIFESTATION DETERMINATION REVIEW

A student with a disability who is subject to a disciplinary change in placement must receive a manifestation determination review to determine if the behavior is due to the student's disability and/or a failure to implement the IEP. A disciplinary change of placement occurs if the student will be removed from his/her regular program for: (1) more than 10 consecutive school days as a result of a superintendent suspension; (2) more than 10 cumulative school days in a 40-school-day period as a result of three or more disciplinary actions (superintendent suspension, principal suspension, and/or teacher removal); or (3) more than 10 cumulative school days in a school year as a result of disciplinary actions that the principal determines constitute a pattern of removals.

WEDNESDAY CLASS/ EXTENDED WEDNESDAY CLASS

Wednesday Class (WC) is from 2:50 PM - 4:00PM. Extended Wednesday Class (XWC) is an additional 30 minutes and is assigned to students for infractions of the rules and is used as an alternative to suspending students from school. Students should make their parents aware of an assigned WC/XWC and not rely on the school to remind them. WC/XWC are located in the West Cafeteria and parents will pick up their child outside DOOR F.

RULES AND PROCEDURES FOR WC/XWC

1. Failure to attend WC/XWC for any reason will result in RPR or suspension.
2. Students assigned to WC/XWC are expected to be in the designated location by 2:50 PM. Tardiness will result in disciplinary action.
3. Students are not allowed to talk, move about the room, or leave the designated area without the approval of the administrator(s) in charge.
4. Students will not be admitted without book and/or materials to study while in WC/XWC. SLEEPING IS NOT ALLOWED and may be grounds for further discipline.
5. Any violation of these rules may result in removal from WC/XWC and will result in RPR or suspension.

RESTORATIVE PRACTICES

All members of a school community bring with them diverse abilities, interests, viewpoints, and family and cultural backgrounds. These differences can be a source of great energy and strength when members of the community value and respect one another. Using restorative practices to foster positive interpersonal and intergroup relations and to address inappropriate behavior when it occurs is a cornerstone of a progressive approach to discipline. A restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach asks four key questions:

1. What happened?
2. Who was harmed or affected by the behavior?
3. What needs to be done to make things right?
4. How can people behave differently in the future?

RESTORATIVE PRACTICE ROOM (RPR)

The school administration, in lieu of sending a student home, may assign him/her to RPR. The student will spend the day in a classroom supervised by a licensed teacher. Teachers will send class work to the Restorative Practice Room and students will receive credit for work completed. Additionally, support services are made available to discuss student behavior for a proactive preventive response.

SUSPENSION

Suspension means a student has lost his/her right to attend school or to take part in school until midnight of the last day of suspension. An administrator may suspend a student up to ten (10) school days. A suspended student will be responsible for making up school work during a suspension. The student must complete missed assignments during the suspension and turn work in to the teacher upon his/her return to school. Make-up of missed tests will be scheduled on the day the student returns to school. The make-up work will include only written daily work, tests and major projects. Some class work cannot be reasonably duplicated and cannot be made up. The student will be given credit for properly completed assignments and grade on any made-up tests. The suspension days will not be counted towards the five (5) non-exempt absences.

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest to be administered by local law enforcement authorities. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. ***If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.***

USE OF SECLUSION AND RESTRAINT (Policy 5630.01)

Pursuant to State law and Board Policy 5630.01, staff may use seclusion and restraint as disciplinary strategies. Refer to Board Policy 5630.01 for the definitions of seclusion and restraint.

WEAPONS (Policy 5772)

Weapons	
Category I	Category 2
<ul style="list-style-type: none"> • Firearm, including pistol and handgun, silencers, electronic dart, and stun gun • Shotgun, rifle, machine gun, or any other weapon which simulates or is adaptable for use as a machine gun • Air gun, spring gun, or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun or paintball gun) • Switchblade knife, gravity knife, pilum ballistic knife and cane sword (a cane that conceals a knife or sword) • Dagger, stiletto, dirk, razor blade, box cutter, case cutter, utility knife and all other knives • Billy club, blackjack, bludgeon, chuka stick, and metal knuckles • Sandbag and sandclub • Slingshot (small, heavy weights attached to or propelled by a thong) and slingshot • Martial arts objects including kung fu stars, nunchucks and shirkens • Explosives, including bombs, firecrackers and bombshells 	<ul style="list-style-type: none"> • Acid or dangerous chemicals (such as pepper spray, mace) • *Imitation gun or other imitation weapon • Loaded or blank cartridges and other ammunition • Stun weapons • Taser weapons • Any deadly, dangerous, or sharp pointed instrument, which can be used or is intended for use as a weapon (such as scissors, nail file, broken glass, chains, wire).
<p>*Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the principal must consider whether there are mitigating factors present. In addition, the principal must consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance and weight. * Most incidents involving weapons of any kind may result in an expulsion.</p>	

LEVEL 1- DISCIPLINE (GRADE 6 - 12)

Infractions – Uncooperative/Noncompliant Behavior	Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Interventions
LEVEL ONE		
B01 Full day truancy- Unexcused absence from school	<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Guidance conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Referral to a Community-Based Organization • Referral to appropriate substance abuse counseling services • Referral to counseling services for youth relationship abuse or sexual violence • Referral to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA) / Behavioral Intervention Plan (BIP) • Referral to Special Education Services 	<ul style="list-style-type: none"> A. Admonishment by school staff B. Student/teacher conference C. Reprimand by appropriate supervisor (e.g., assistant principal, principal) D. Parent conference E. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities, communal lunchtime or recess) F. Removal from classroom by teacher G. Suspension from Transportation H. Assignment to After School or Saturday School Detention or Program Room I. Teen Court J. Truancy Court K. In School Suspension for 1-5 Days
B02 Failing to conform to the dress code		
B03 Mod truancy- Truant to Class or Cutting classes (reporting to school and failing to attend one or more programmed classes)		
B04 Being late for school or class		
B05 Bringing items to or using items in school in violation of Department of Education or school policy		
B06 Failing to be in one’s assigned place on school premises		
B07 Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library or hallway)		
B07.1 Horseplay		
B08 Engaging in verbally rude or disrespectful behavior		
B09 Dress Code- Wearing clothing (e.g., jean styles, crop tops), headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process		
B10 Posting or distributing material on school premises in violation of written school rules		
B11 Failure to wear school ID and/or provide school officials with required identification or appropriately identify him/herself		
B12 Using school computers, fax machines, telephones or other electronic equipment or devices without appropriate permission		
	<p>Supports for Students Transitioning from Suspension</p> <p>Schools will provide appropriate support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any of the range of interventions or School Advisors to help meet the needs of the individual student.</p>	

LEVEL 2- DISCIPLINE (GRADE 6 - 12)

<p>Infractions – Disorderly Behavior LEVEL TWO</p>	<p>Interventions</p>	<p>Range of Possible Disciplinary Responses to Be Used in Addition to Interventions</p>
<p>B12.1 Repeated infractions from Level 1</p> <p>B13 Smoking and/or use of cigarettes, e-cigarettes, vapes, any nicotine/tobacco related products and/or possession of any of the above including matches, lighters, or other similar devices.</p> <p>B14 Gambling</p> <p>B15 Using profane, obscene, vulgar, or lewd language, gestures, or behavior</p> <p>B15.1 Public displays of Affection</p> <p>B16 Lying to, giving false information to, and/or misleading school personnel</p> <p>B17 Misusing property belonging to others</p> <p>B18 Engaging in or causing disruptive behavior on the school bus</p> <p>B19 Inappropriate use of electronic technology (e.g., unauthorized audio/video recording, recording student altercations, refusal to turn over device based on school technology policy)</p> <p>B20 Leaving class or school premises without permission of supervising school personnel</p>	<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Guidance conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Referral to a Community-Based Organization • Referral to appropriate substance abuse counseling services • Referral to counseling services for youth relationship abuse or sexual violence • Referral to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP) • Referral to Special Education Services <p>Supports for Students Transitioning from Suspension</p>	<p>A. Admonishment by school staff</p> <p>B. Student/teacher conference</p> <p>C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)</p> <p>D. Parent conference</p> <p>E. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities, communal lunchtime or recess)</p> <p>F. Removal from classroom by teacher</p> <p>G. Suspension from Transportation</p> <p>H. Assignment to After School or Saturday School Detention or Program Room</p> <p>I. Teen Court</p> <p>J. In School Suspension for 1-5 Days</p> <p>K. Principal’s suspension for 1-3 days</p>
	<p>Schools will provide appropriate support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any of the range of interventions or School Advisors to help meet the needs of the individual student.</p>	

LEVEL 3- DISCIPLINE (GRADE 6 - 12)

<p>Infractions – Disruptive Behavior LEVEL THREE</p>	<p>Interventions</p>	<p>Range of Possible Disciplinary Responses to Be Used in Addition to Interventions</p>
<p>B21.1 Repeated infractions from Level 2</p> <p>B22 Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process and/or poses a danger to the school community</p> <p>B22.1 Academic Insubordination</p> <p>B22.2 Skipping Detention</p> <p>B22.3 Not following Behavior Plan</p> <p>B23 Entering or attempting to enter a school building without authorization or through an unauthorized entrance</p> <p>B24 Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability</p> <p>B25 Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students (e.g., pushing past another person), or throwing an object (e.g., chalk) or spitting at another person (for more serious physically aggressive behavior, see B36)</p> <p>B25.1 Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards school personnel</p> <p>B25.2 Dangerous Horseplay</p> <p>B26 Bringing unauthorized persons to school or allowing unauthorized visitors to enter school in violation of written school rules</p> <p>B27 Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures or signs)</p> <p>B28 Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or electronic means</p> <p>B29 Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others</p> <p>B30 Knowingly possessing property belonging to another without Authorization</p> <p>B31 Violating the Responsible Use Policy (e.g., use of the school's system for non-educational purposes, security/privacy violations)</p> <p>B32 Engaging in scholastic dishonesty which includes but is not limited to:</p> <p>a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)</p> <p>b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)</p> <p>c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)</p> <p>B33 Posting or distributing libelous material or literature (including posting such material on the Internet)</p>	<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Guidance conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Referral to a Community-Based Organization • Referral to appropriate substance abuse counseling services • Referral to counseling services for youth relationship abuse or sexual violence • Referral to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP) • Referral to Special Education Services <p>Supports for Students Transitioning from Suspension</p> <p>Schools will provide appropriate support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any of the range of interventions or School Advisors to help meet the needs of the individual student.</p>	<ul style="list-style-type: none"> A. Admonishment by school staff B. Student/teacher conference C. Reprimand by appropriate supervisor (e.g., assistant principal, principal) D. Parent conference E. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities, communal lunchtime or recess) F. Removal from classroom by teacher G. Suspension from Transportation H. Assignment to After School or Saturday School Detention or Program Room I. Teen Court J. In School Suspension for 1-5 Days K. Principal's suspension for 1-5 days L. Principal's suspension for 6-10 days M. Principal's recommendation for expulsion

LEVEL 4- DISCIPLINE (GRADE 6 - 12)

<p>Infractions – Aggressive or Injurious/Harmful Behavior</p> <p>LEVEL FOUR</p>	<p>Interventions</p>	<p>Range of Possible Disciplinary Responses to Be Used in Addition to Interventions</p>
<p>B33.1 Repeated infractions from Level 3</p> <p>B34 Engaging in sexual conduct on school premises or at school-related functions</p> <p>B34.1 Making sexually suggestive comments, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g., touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images)</p> <p>B35 Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff, including posting such material on the Internet</p> <p>B36 Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.</p> <p>B37 Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, weight, religion, religious practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.</p> <p>B38 Engaging in physically aggressive behavior other than minor altercations as described under B25 & B25.1, which creates a substantial risk of or results in minor injury</p>	<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Guidance conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Referral to a Community-Based Organization • Referral to appropriate substance abuse counseling services • Referral to counseling services for youth relationship abuse or sexual violence • Referral to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP) • Special Education Referral <p>Supports for Students Transitioning from Suspension</p> <p>Schools will provide appropriate support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any of the range of interventions or School Advisors to help meet the needs of the individual student.</p>	<p>A. Parent conference</p> <p>B. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities or communal lunchtime)</p> <p>C. Removal from classroom by teacher</p> <p>D. Suspension from Transportation</p> <p>E. Assignment to After School or Saturday School Detention or Program Room</p> <p>F. Teen Court</p> <p>G. In School Suspension for 1-5 Days</p> <p>H. Principal's suspension for 1-5 days</p> <p>I. Principal's suspension for 6-10 days</p> <p>J. Principal's recommendation for expulsion</p> <p>K. Assignment to Alternative Setting</p>

Infractions – Aggressive or Injurious/Harmful Behavior LEVEL FOUR CONTINUED	Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Interventions
<p>B39 Engaging in an act of coercion or threatening or instigating violence, injury or harm to another or others</p> <p>B40 Engaging in or causing disruptive behavior on the school bus which creates a substantial risk of or results in injury</p> <p>B41 Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol</p> <p>B42 Falsely activating a fire alarm or other disaster alarm</p> <p>B43 Making a bomb threat</p> <p>B44 Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior.</p> <p>B45 Creating a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer)</p> <p>B46 Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer)</p> <p>B47 Inciting/causing a riot (G-M only)</p> <p>B48 Possessing or selling any weapon as defined in Category II (J-M only)</p> <p>B49 Using controlled substances or prescription medication without appropriate authorization, or using illegal drugs, synthetic hallucinogens, and/or alcohol.</p> <p>B50 Using or possessing “look alike” drugs of any kind when presented as an illegal substance.</p>	<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Guidance conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Referral to a Community-Based Organization • Referral to appropriate substance abuse counseling services • Referral to counseling services for youth relationship abuse or sexual violence • Referral to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP) • Special Education Referral 	<p>A. Parent conference</p> <p>B. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities or communal lunchtime)</p> <p>C. Removal from classroom by teacher</p> <p>D. Suspension from Transportation</p> <p>E. Assignment to After School or Saturday School Detention or Program Room</p> <p>F. Teen Court</p> <p>G. In School Suspension for 1-5 Days</p> <p>H. Principal’s suspension for 1-5 days</p> <p>I. Principal’s suspension for 6-10 days</p> <p>J. Principal’s recommendation for expulsion</p> <p>K. Assignment to Alternative Setting</p>
<p>Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the principal must consider whether there are mitigating factors present. In addition, the principal will consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance and weight.</p>	<p style="text-align: center;">Supports for Students Transitioning from Suspension</p> <p>Schools will provide appropriate support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any of the range of interventions or School Advisors to help meet the needs of the individual student.</p>	

LEVEL 5- DISCIPLINE (GRADE 6 - 12)

Infractions – Seriously Dangerous or Violent Behavior LEVEL FIVE	Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Interventions
<p>B51 Repeated infractions from Level 4</p> <p>B52 Starting a fire</p> <p>B53 Threatening to use or using force to take or attempt to take property belonging to another</p> <p>B54 Using force against, or inflicting or attempting to inflict serious injury against school personnel or school safety agents (K-N)</p> <p>B55 Using extreme force against or inflicting or attempting to inflict serious injury upon students or others (K-N)</p> <p>B56 Planning, instigating, or participating with another or others, in an incident of group violence (K-N)</p> <p>B57 Engaging in threatening, dangerous or violent behavior that is gang-related (L-N)</p> <p>B58 Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity (L-N)</p> <p>B59 Selling or distributing illegal drugs or controlled substances and/or alcohol (M only)</p> <p>B60 Possessing or selling any weapon, other than a firearm, as defined in Category I (L-N)</p> <p>B61 Using any weapon as defined in Category II to threaten or to attempt to inflict injury upon school personnel, students, or others (L-N)</p> <p>B62 Using any weapon, other than a firearm, as defined in Category I, to threaten or to attempt to inflict injury upon school personnel, students, or others (M only)</p> <p>B63 Using any weapon, other than a firearm, as defined in Category I or II, to inflict injury upon school personnel, students, or others (M only)</p> <p>B64 Possessing or using a firearm (M only)</p>	<ul style="list-style-type: none"> • Parent outreach • Intervention by counseling staff • Guidance conference(s) • Restorative Approaches • Positive Behavioral Referral • Individual/group counseling • Peer mediation • Mentoring program • Conflict resolution • Collaborative problem solving • Development of individual behavior contract • Short-term behavioral progress reports • Community service (with parental consent) • Referral to a Community-Based Organization • Referral to appropriate substance abuse counseling services • Referral to counseling services for youth relationship abuse or sexual violence • Referral to counseling services for bias-based bullying, intimidation, or harassment • Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP) • Recommendation for Special Education <p>Supports for Students Transitioning from Suspension</p> <p>Schools will provide appropriate support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any of the range of interventions or School Advisors to help meet the needs of the individual student.</p>	<p>A. Parent conference</p> <p>B. In-school disciplinary actions (e.g., formal restorative conference, exclusion from extracurricular activities or communal lunchtime)</p> <p>C. Removal from classroom by teacher</p> <p>D. Suspension from Transportation</p> <p>E. Assignment to After School or Saturday School Detention or Program Room</p> <p>F. Teen Court</p> <p>G. In School Suspension for 1-5 Days</p> <p>H. Principal's suspension for 1-5 days</p> <p>I. Principal's suspension for 6-10 days</p> <p>J. Principal's recommendation for expulsion</p> <p>K. Placement in an Alternative School</p>

SECTION VIII- ATHLETICS AND EXTRA-CURRICULAR

The following competitive teams are offered at Portage High School as a part of our athletic program. They are listed in the season in which they are offered:

	GIRLS	BOYS
FALL:	Cross Country	Cross Country
	Golf	Football
	Soccer	Soccer
	Volleyball	Tennis
	Cheer	
	Dance	
WINTER:	Basketball	Basketball
	Gymnastics	Wrestling
	Swimming	Swimming
	Cheer	
	Dance	
SPRING:	Tennis	Golf
	Track	Track
	Softball	Baseball
	Unified Track	Unified Track

OBJECTIVES OF THE ATHLETIC PROGRAM

Portage High School's interscholastic program is designed to:

1. Provide worthwhile educational experiences which will contribute to the growth and development of the participant
2. Provide opportunities to student spectators as well as participants for development of good attitudes, proper emotional control, and the establishment of social values within the framework of competitive athletic activities
3. Provide for student athletes who are physically mature and highly skilled in various sports

PORTAGE ATHLETIC CODE OF CONDUCT

INTRODUCTION

This material is presented to you because you have chosen to participate in the interscholastic athletic program at Portage High School and your parents have given you their permission. Your interest in this phase of our school program is gratifying.

Participation in the interscholastic athletic program is a privilege. High standards of conduct are expected for students who choose to be involved. Therefore it is important that you and your parents or legal guardians be aware of the rules and regulations under which you will be given the opportunity to participate. These rules and regulations shall be enforced throughout the calendar year.

GENERAL INFORMATION

A quality educational program recognizes the whole person and logically should provide opportunities and activities encompassing both intellectual and physical development. Athletics serve as a means of teaching cooperation, tolerance, teamwork, healthy habits, sportsmanship and the acceptance of winning and losing. The playing field, gymnasium, and pools are considered laboratories where life experiences are learned.

High School athletics intend to instill healthy habits, self-discipline, self-control, dedication and an avenue through which student athletes learn to interact with other people in a positive manner. With the above information in mind, the Portage High School Athletic Department provides a broad program of activities and wholesome competition with appropriate equipment and facilities.

ELIGIBILITY AND PARTICIPATION RULES

The eligibility rules, which apply to student athletes, are in two categories. The Indiana High School Athletic Association, of which Portage High School is a voluntary member sets one set of regulations. The other regulations are established by the Portage Township School Board, Portage High School Administration, the Athletic Department and coaches.

CONCUSSION AND SUDDEN CARDIAC ARREST FORM

Before a student athlete may participate or practice with an athletic team, they must have on file in the athletic director's office the Concussion and Sudden Cardiac Arrest procedures form. This form must be signed by the athlete's parents or legal guardians to acknowledge Portage High School's procedures for handling a concussion and/or sudden cardiac arrest.

INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION RULE SUMMARY

AGE

Students whose twentieth birthday occurs before the state final competition shall be ineligible for further competition.

SCHOLARSHIP

To be eligible scholastically, a student must have earned passing grades in at least five (5) subjects the last grading period and must currently be enrolled in at least seven (7) subjects.

CONSENT FORM

Before a student athlete may participate or practice with an athletic team, they must have on file in the principals or athletic directors' office the IHSAA Physical Examination Form. The Physical Examination form must be properly signed by his/her parents or legal guardians, giving permission to participate, and a properly completed physical report signed by a licensed physician indicating that the student is physically able to participate. This form must be renewed each year.

AMATEURISM

Students shall not accept remuneration directly or indirectly for athletic participation.

INTERNET AGREEMENT/PARENT CODE OF CONDUCT

An internet agreement and a Parent Code of Conduct must be signed by parent and student athlete prior to competition.

CONDUCT, CHARACTER, DISCIPLINE

Student conduct in and out of school shall be such as:

- Not to reflect discredit upon their school or the Association, or
- Not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

PHS RULES FOR ATHLETIC PARTICIPATION:

- Athletes must have the CONSENT TO ADMINISTER EMERGENCY TREATMENT and ASSUMPTION OF ALL LIABILITY FOR MEDICAL TREATMENT sheet signed and on file before practicing or participating in a sport.
- Athletes must be in attendance for one-half of the school day (minimum of three complete mods) in order to be eligible to participate or practice on that day. Exceptions would be absences that have been excused by the school administration. The athletic director or the principal must grant approval.
- Athletes who wish to move from one sport to another during a sport season are permitted to do so only under the following conditions:
 - An athlete who fails to make a team may try out for another sport upon consent of that sports' coach. The receiving coach must confirm the circumstances prior to the athlete's first practice or participation.

TOGETHER WE EXCEL

- An athlete released from a sport by his/her coach for reasons other than training rule violations or academic deficiencies may, upon mutual consent of the varsity coaches involved, join another sport or join the conditioning program of another sport.
- An athlete who terminates his/her association with a team is not permitted to try out, practice or join another team unless there is mutual agreement of the varsity coaches involved and the athletic director.

INDIAN CODE OF CONDUCT

All athletes shall abide by the Indian Code of Conduct. In so doing each athlete will earn the honor and respect participation in interscholastic athletics affords. Any conduct that brings dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality, violations of the law, proper use of social media, use of tobacco, alcohol, or drugs tarnish the reputation of everyone associated with the athletic programs.

Participation in the Portage High School Athletic program is a PRIVILEGE for which students must be willing to accept certain responsibilities. To promote good individual health habits and an environment most conducive to effective athletic performance, the following rules of conduct have been established. These rules are in effect for the entire calendar year. The athletic director, in consultation with the principal, will have the responsibility to administer the Portage Indian Athletic Code of Conduct.

- I. A student MAY NOT use or possess tobacco in any form (cigarettes, cigars, chewing tobacco, electronic cigarettes or vaporizers), consume or possess alcoholic beverages, use or possess controlled substances, paraphernalia, or substances represented to be or made to look like controlled substances. Consequences for the violation of this rule will result in the following:
 - a) **FIRST OFFENSE**---the student athlete will be suspended from athletic participation for 40% of the contest season or the remainder of the season if less than 40% of the contest season remains, the percent of the suspension NOT served will carry over to the next contest season. The suspension for returning athletes will be served in the sport/sports they participated in the year prior to suspension. The athletic director will decide on any extenuating circumstances. Any violation prior to the beginning of the official IHSAA practice starting date will apply to the next season the student athlete chooses to participate.
 - b) **SECOND OFFENSE**---the athlete will be excluded from athletic participation for 365 days.
 - c) **THIRD OFFENSE** --- the athlete will be excluded for the remainder of his/her high school experience.
- II. Hazing---Portage High School does not approve of hazing in any manner.
CONSEQUENCES---Student athletes guilty of hazing will be disciplined by the coach of that sport and could be suspended from participation and possibly suspended from school.
- III. A student athlete shall not engage in activities, which would reflect discredit upon the school, the athletic department, or the community.
CONSEQUENCES---The consequences for engaging in such activities will depend on the severity of the misconduct, as determined by the coach and/or the school administration. The above decision will determine whether the penalty would include suspension from athletic contests or even removal from the team. Continued violation will bring about progressively more severe consequences.
- IV. Students on a Form 16 need to read consequences enclosed within.
- V. Additional Training Rules and Regulations:
Individual coaches may establish, within the confines of their own program, additional rules and regulations which pertain to such items as practice attendance, tardiness, practice and game conduct, curfews, etc. These rules and regulations shall be reviewed with all team members.

PROCEDURES FOR HANDLING VIOLATIONS

A coach or coaches will investigate all reported or alleged rule infractions. If the coach determines that a violation has occurred, they will:

- a) Notify the Athletic Director of the finding.
- b) Notify the athlete and his/her parents of the violation and the penalty.

OTHER ATHLETIC DEPARTMENT POLICIES

- Conflicts in extracurricular activities:
An individual who attempts to participate in several extracurricular activities will undoubtedly be in a position of a conflict of obligations.
Student athletes have a responsibility to do everything they can to avoid these conflicts. This would include being cautious about belonging to too many activities. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.
When a conflict does arise, the sponsors/coaches will work with the student athlete to resolve the issue. If an agreement cannot be reached the principal will make the decision.
- Equipment:
School equipment issued to 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.
- Travel:
All student athletes MUST travel to and from out-of-town athletic contests in the transportation provided by the athletic department unless the parents or legal guardians have made previous arrangements.
 - Student athletes will remain with his/her squad and under the supervision of the coach when attending away contests.
 - Student athletes that miss the school transportation provided will not be allowed to participate in the contest unless there are extenuating circumstances.
 - Student athlete behavior on school provided transportation should be classroom appropriate.
 - Student athletes will dress appropriately and in good taste.
- College recruitment policy:
In the event a college recruiter should contact an athlete personally, he/she should inform his/her coach as soon as possible.
- Squad Selection:
Choosing the members of the athletic squads is the sole responsibility of the coaches of those squads.
- Lettering:
Varsity letters will be awarded at the discretion of the head varsity coach in each sport. The requirements for lettering shall be established and reviewed with the student athletes prior to the start of the season. Any student athlete who does not complete the season in good standing will not letter.
- Reporting of injury:
ALL injuries, which occur while participating in athletics, should be reported to the coach immediately. The coach will report injuries to the trainer and/or send the student athlete to the trainer. The trainer and the coach will work together in the rehabilitation process.
- Locker room regulations:
 - Roughhousing, throwing objects, or snapping of towels is not allowed.
 - Hazing is not allowed.
 - All showers must be turned off after use. The last person to leave the shower area is expected to turn off all showers.
 - No one other than coaches and assigned players and managers are allowed in the locker room.
 - No glass containers are permitted in the locker rooms.
 - In wet conditions all spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard plastic spikes or cleats are allowed in any other part of the school building.
 - IF YOU MAKE A MESS --- YOU CLEAN IT UP!
- Weight room regulations.
 - School colored apparel and shoes are required at all times.
 - No one is to be working out in the weight room alone.
 - All student athletes must be under the supervision of a coach while in the weight room.
 - Weights are to be replaced on racks immediately following use.
 - Student athletes are to know their limits! Work with your coach to determine your limits.

TOGETHER WE EXCEL

- Student athletes are to do all lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and risk injury.
- Student athletes are to warm-up with proper stretching exercises.
- Food and drink products are prohibited in the weight room.
- No horseplay or profanity is allowed in the weight room.
- Report broken equipment immediately. Abuse of equipment will be cause for removal from the weight room.
- Student athletes are to remember that strength training is not only a supplement to other athletic programs, but a highly skilled activity itself.

SCHOOL FIGHT SONG

Go, Portage High School
Fight on for our fame.
Pass the ball you players
For a touchdown wins the game
Rah! Rah! Rah!

Go Portage High School
Fight on for our fame
We're here to do it
Come on, let's do it
Ever on to victory.

Go Indians Go
Go Indians Go

Pass em' high, pass em' low
Come on team, let's go.

Go, Portage High School
Fight on for our fame
Pass the ball you players
For a touchdown wins this game
Rah! Rah! Rah!

Go Portage High School
Fight on for our fame
We're here to do it
Come on, let's do it
Ever on to victory. Fight!

CLUBS/ORGANIZATIONS

All students are encouraged to participate in the many clubs, organizations and activities offered at Portage High School. The Student Council has the major responsibility for coordinating the activities of all clubs and organizations. The Student Council Officers, Class Officers, Class Representatives and Honorary Members are the student governing body, but meetings are open to ALL students.

Special activities are offered for all students both during the school day and after school throughout the year.

ADDITIONAL INFORMATION

Identification cards are required at all extra-curricular events. Extra-curricular information, such as club meeting times, is usually read over the morning announcements. New clubs can be formed if there is sufficient student interest and a faculty sponsor can be found. See the Assistant Principal in charge. Students staying after school must be supervised by a faculty member.

EXTRA-CURRICULAR EVENTS

Questions concerning extra-curricular activities can be directed to the Assistant Principal in charge of student activities.

1. Events are open to all students. Prior to admittance to any dance, students must present a Portage High School identification card at the door.

TOGETHER WE EXCEL

2. P.A. and other publicity will inform students of date, time and particulars of the event. Announcements concerning extra-curricular activities must be approved by the Assistant Principal in charge of student activities.
3. Guests who are not Portage High School students must be accompanied by Portage High School students.
4. Once a student/guest leaves the event, they will not be allowed to re-enter.
5. Students are not permitted to smoke at extra-curricular events. Violation of this rule will result in disciplinary action.
6. Students are not allowed to engage in any activities which may be harmful to themselves or others.
7. Any person attending a school activity at Portage High School and found to be in possession of or under the influence of alcoholic beverages or drugs will be turned over to the police authorities. Students are reminded that school rules apply at dances or other extra-curricular activities; violations will result in disciplinary action.
8. Failure to comply with these guidelines may result in suspension from all social functions, disciplinary actions, or if warranted, suspension and/or expulsion from school.
9. Member of extra-curricular groups that have Codes of Conduct will be subject to those rules, as well as general school rules of conduct if a discipline violation occurs.
10. Students attending school on a Form 16 or in Alternative Education/Night School may not be allowed to participate in extra-curricular activities.

Extra-curricular events are tentatively planned for the school year in the early spring of the previous year and coordinated through the office of the Assistant Principal. There will be some activities at East and others at West. Final plans for an event must be cleared with the Assistant Principal a month in advance of the event.

PORTAGE HIGH SCHOOL FIELD HOUSE: Community Fitness and Wellness Program

This program is limited to residents of Portage Township and employees of Portage Township Schools. Participants must sign in and show proof of residency (PTS student or employee ID, Indiana driver's license or Indiana state ID) for each visit.

- ✓ Age Limit: Community members under the age of 19 must be accompanied by a parent/guardian while visiting the Field House.
- ✓ Dress Code: The Portage High School dress code applies to everyone at all times. Patrons must wear clean, scuff-resistant athletic shoes. Shirts must cover the waistband of pants and must be worn at all times. Athletic pants, sweats, and loose-fitting shorts or slacks are acceptable. No jeans or pants with buttons, metal rivets, etc. This dress code has been established for your safety and for the protection of the floors and equipment in the Field House and Fitness Center. If your attire is determined to be unacceptable by staff, you will be asked to change before using the facility.
- ✓ Behavior: The use of inappropriate or confrontational language is not permitted. Disrespectful behavior, roughhousing, hitting, bullying, and fighting are strictly prohibited.
- ✓ Personal Items: Lockers are not available for public use. We are not responsible for any lost or stolen items.
- ✓ Food and Drink: Food, gum and drinks (other than water) are prohibited.
- ✓ Court and Track Use: There is no cost to use the courts and track. Family time is encouraged and use of the courts for open gym basketball games is limited.
- ✓ Cardio Room:
 - There is a nominal fee, payable by semester, to use the cardio room.
 - The weight room is not available for public use.

During inclement weather, check the field house message line at 763-1999 for information on closures.

ASSUMPTION OF RISK STATEMENT

Individuals assume a risk of injury or death while voluntarily participating in physical activity. All participants are strongly encouraged to complete a health evaluation prior to any participation; to consult with their physician to determine the appropriate fitness levels; to use good judgment concerning their ability to participate and their appropriate participation; and to carry medical insurance coverage.

SECTION IX- BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

Portage Township Schools Corporation seeks to cultivate a sense of mutual respect among students, parents and staff. Our schools aim to involve students in activities and programs, within and outside the school community, that stress a commitment to civic responsibility and community service. With the cooperation of all members of our school communities, students can reach educational excellence while enjoying a rich learning experience. This document serves as a guide for students as they strive to become productive citizens in a diverse society.

THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION

The right to a free public school education is a basic “student right” guaranteed to all children. Students have a right to:

1. Attend school and receive a free public school education from kindergarten to age 18, (or age 21 for special education students), or receipt of a high school diploma, whichever comes first, as provided by law; students who have been determined to be English Language Learners are entitled to bilingual education or English as a second language program as provided by law; students with disabilities who have been determined to be in need of special education are entitled to a free appropriate public educational services from age 3 until age 21, as provided by law;
2. Be in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry, and to file a complaint if they feel that they are subject to this behavior;
3. Receive courtesy and respect from others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs;
4. Receive the information about a digital version of the school’s policies and procedures, including the PTS Code of Conduct Guide and the PTS Education Bill of Student Rights and Responsibilities, before the beginning of the school year or upon admission to the school during the school year;
5. Be informed about diploma requirements, including courses and examinations and information on assistance to meet those requirements;
6. Be informed about required health, cognitive and language screening examinations;
7. Be informed about courses and programs that are available in the school and the opportunity to have input in the selection of elective courses;
8. Receive professional instruction;
9. Know the grading criteria for each subject area and/or course offered by the school and to receive grades for school work completed based on established criteria;
10. Be informed of educational progress and receive periodic evaluations both informally and through formal progress reports;
11. Be notified in a timely manner of the possibility of being held over in the grade or of failing a course;
12. Be notified of the right of appeal regarding holdover or failing grades;
13. Confidentiality in the handling of student records maintained by the school system;
14. Request or by parental request to have their contact information withheld from institutions of higher learning and/or military recruiters;

THE RIGHT TO FREEDOM OF EXPRESSION AND PERSON

All students are guaranteed the right to express opinions, support causes, organize and assemble to discuss issues and demonstrate peacefully and responsibly in support of them, in accordance with policies and procedures established by the Portage Township Schools Board of Trustees.

Students have the right to:

1. Organize, promote and participate in a representative form of student government;
2. Organize, promote and participate in student organizations, social and educational clubs or teams and political, religious, and philosophical groups consistent with the requirements of the Equal Access Act;
3. Representation on appropriate school-wide committees that influence the educational process, with voting rights where applicable;
4. Publish school newspapers and school newsletters reflecting the life of the school and expressing student concerns and points of view consistent with responsible journalistic methods and subject to reasonable regulations based on legitimate pedagogical concerns;
5. Circulate, including through electronic circulation, newspapers, literature or political leaflets on school property, subject to reasonable guidelines established by the school regarding time, place and manner of distribution, except where such material is libelous, obscene, commercial or materially disrupts the school, causes substantial disorder or invades the rights of others;

TOGETHER WE EXCEL

6. Wear political or other types of buttons, badges or armbands, except where such material is libelous, obscene or materially disrupts the school, causes substantial disorder or invades the rights of others;
7. Post bulletin board notices within the school or on the school website subject to reasonable guidelines established by the school, except where such notices are libelous, obscene, commercial or materially disrupt the school, cause substantial disorder or invade the rights of others;
8. Determine their own dress within the parameters of the PTS School Board's policy on school dress, except where such dress is dangerous or interferes with the learning and teaching process;
9. Be secure in their persons and belongings and to carry in the school building personal possessions which are appropriate for use on the premises;
10. Be free from unreasonable or indiscriminate searches, including body searches;
11. Be free from corporal punishment and verbal abuse.

THE RIGHT TO DUE PROCESS

Every student has the right to be treated fairly in accordance with the rights set forth in this document. (Policy 5611)

Students have the right to:

1. Be provided with the PTS Code of Conduct Guide, rules and regulations of the school;
2. Know what is appropriate behavior and what behaviors may result in disciplinary actions;
3. Be counseled by members of the professional staff in matters related to their behavior as it affects their education and welfare in the school;
4. Know possible dispositions and outcomes for specific offenses;
5. Due process with respect to disciplinary action for alleged violations of school regulations for which they may be suspended or removed from class by their teachers; students with disabilities, 504 plans, or who are "presumed to have a disability" have the right to certain protections under IDEA.
6. Know the procedures for appealing the actions and decisions of school officials with respect to their rights and responsibilities as set forth in this document;
7. Be accompanied by a parent and/or representative at conferences and hearings;
8. The presence of school staff in situations where there may be police involvement.

ADDITIONAL RIGHTS OF STUDENTS AGE 18 AND OVER

The Federal Family Educational Rights and Privacy Act (FERPA) gives students who have reached 18 years of age certain rights with respect to the student's education records. Students age 18 and over have the right to request that their own education records be changed when they believe they are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. Students age 18 or over had the right to inspect and review their own educational records upon the student's request to do so. Students age 18 and over have the right to provide written consent before personally identifiable information in their own education records is disclosed, except in certain cases when FERPA allows disclosure without consent, including the following:

- Disclosure to a school official who needs to review an education record in order to fulfill his or her professional responsibility. Examples of school officials include people employed by the Portage Township School Corporation (such as administrators, supervisors, teachers, home-school advisors, other instructors, or support staff members), as well as people Board of Education has engaged to perform services or functions it would otherwise use its own employees to perform (such as agents, contractors and consultants), and who are under the direct control of the PTS Board of Education with respect to the use and maintenance of personally identifiable information from education records.
- Disclosure, upon request, to officials of another school district in which a student is trying to enroll or plans to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- Other exceptions that permit disclosure of personally identifiable information without consent include certain types of disclosures (1) to authorized representatives of government entities and officials in connection with audits, evaluations or certain other activities, (2) in connection with financial aid for which the student has applied or which the student has received, (3) to accrediting organizations to carry out their accrediting functions, (4) to parents of students age 18 and over if the student is a dependent for IRS tax purposes, (5) to comply with a judicial order or lawfully issued subpoena, (6) to appropriate officials in connection with a health or safety emergency. Most of these types of disclosures are subject to certain additional requirements and limitations. Please see FERPA for more information about them.
- Students age 18 and over have the right to inspect and review the record of disclosures that FERPA requires schools to keep when making disclosures of personally identifiable information without consent. However, schools are not required to record disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to parents or to students age 18 and over.
- Students age 18 and over have the right to file a complaint with the U.S. Department of Education if they feel that the Portage Township School Corporation has failed to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-852

2020-2021 PHS Student Handbook - COVID ADDENDUM

FACE COVERINGS

Face coverings are required for all students regardless of social distancing. The only exceptions to this rule are as follows:

- Eating breakfast/lunch or drinking water in designated areas.
- Teacher discretion (i.e: socially distanced mask break).
- Teacher discretion during vigorous physical activity.

CONSEQUENCES FOR VIOLATING COVID FACE COVERING POLICY

TRANSPORTATION

Students who fail to comply with school transportation may forfeit the privilege of receiving transportation by the school.

- Eating / Drinking is not permitted on school busses. Face Coverings should be worn at all times before entering the bus and throughout the ride.
 - **1st Offense**- Parent Notification/ Warning
 - **2nd Offense**- 2-day suspension from transportation
 - **3rd Offense**- 5-day suspension from transportation
 - **4th Offense**- Removed from transportation for the duration of the semester

SCHOOL DAY/ SCHOOL EVENT

Failure to adhere to face covering policy during the school day or at a school event.

- Student puts on face covering after staff intervention
 - **1st Offense**- Parent Notification/ Warning
 - **2nd Offense**- 1 Day RPR
 - **3rd Offense**- 2 Days RPR
 - **4th Offense**- Parent meeting/ 2 Days OSS
 - **5th Offense**- OSS/ Recommendation for Expulsion or Change of Placement
- Student refusal to put on face covering after staff intervention
 - **1st Offense**- 1 Day RPR if mask is put on after administrator intervention
 - **2nd Offense**- 2 Days RPR if mask is put on after administrator intervention
 - **3rd Offense**- Parent meeting/ 2 Days OSS if mask is put on after administrator intervention
 - **4th Offense**- OSS/ Recommendation of Expulsion or Change of Placement
- Student refusal to put on face covering after administrator intervention
 - **1st Offense**- 1 Day OSS
 - **2nd Offense**- Parent Meeting/ 2 Days OSS
 - **3rd Offense**- OSS/ Recommendation of Expulsion or Change of Placement

ADDITIONAL COVID-19 SAFETY VIOLATIONS/ CONSEQUENCES

SOCIAL DISTANCING

- Failure to maintain appropriate social distancing when applicable (6' distance) and masked.
 - **1st Offense**- Verbal Warning
 - **2nd Offense**- Parent Notification
 - **3rd Offense**- Extended Wednesday Class
 - **4th Offense**- 1 Day RPR
 - **5th Offense**- 1 Day OSS
 - **6th Offense**- 3 Days OSS
 - **7th Offense**- OSS/ Recommendation for Expulsion or Change of Placement

TRAVELING THROUGH THE BUILDING

- Using incorrect stairwell / wrong directional hallway
 - **1st Offense**- Verbal Warning
 - **2nd Offense**- Parent Notification
 - **3rd Offense**- Extended Wednesday Class
 - **4th Offense**- 1 Day RPR
 - **5th Offense**- 1 Day OSS
 - **6th Offense**- 3 Days OSS
 - **7th Offense**- OSS/ Recommendation for Expulsion or Change of Placement