

PORTAGE HIGH SCHOOL

2017-2018 Student/Parent Handbook



**ADMINISTRATIVE STAFF
PORTAGE HIGH SCHOOL**

Principal
Max Gill

Associate Principal
Lynn Alkire

Assistant Principal
Pat Mills

Assistant Principal
Ann Marie Caballero

Assistant Principal
Jake Stafford

Assistant Principal
Michael Stills

Dean of Students
Tim Kunstek

Athletic Director
Kelly Bermes

Assistant Athletic Director
Fred Joseph

Assistant Athletic Director
Wally McCormack

BELL SCHEDULES

MOD	DAILY SCHEDULE (M, T, W, F)			SSR/TRIBE TIME SCHEDULE (Th)		
1	7:30 – 8:34			7:30 – 8:24		
2	8:40 – 9:29			8:30 – 9:14		
3	9:35 – 10:24			9:20 – 10:04		
Tribe Time	N/A			10:10 – 10:44		
	Lunch A	Lunch B	Lunch C	Lunch A	Lunch B	Lunch C
Lunches	Mod 4 Lunch 10:24 – 10:54	Mod 4/5 Class 10:30-11:19	Mod 4/5 Class 10:30-11:19	Mod 4 Lunch 10:44 – 11:14	Mod 4/5 Class 10:50-11:34	Mod 4/5 Class 10:50-11:14
	Mod 5/6 Class 11:00 – 11:49	Mod 6 Lunch 11-19-11:49	Mod 6/7 Class 11:25-12:14	Mod 5/6 Class 11:20 – 12:04	Mod 6 Lunch 11:34-12:04	Mod 6/7 Class 11:40-12:24
	Mod 7/8 Class 11:55 – 12:44	Mod 7/8 Class 11:55 – 12:44	Mod 8 Lunch 12:14-12:44	Mod 7/8 Class 12:10 – 12:54	Mod 7/8 Class 12:10 – 12:54	Mod 8 Lunch 12:24-12:54
9	12:50 – 1:39			1:00 – 1:44		
10	1:45 – 2:35			1:50 – 2:35		

MOD	LATE START			TWO HOUR DELAY		
1	8:30 – 9:10			9:30 – 9:54		
2	9:16 – 9:56			10:00 – 10:19		
3	10:02 – 10:44			10:25 – 10:44		
	Lunch A	Lunch B	Lunch A	Lunch A	Lunch B	Lunch C
Lunches	Mod 4 Lunch 10:44 – 11:14	Mod 4/5 Class 10:50-11:34	Mod 4 Lunch 10:50-11:34	Mod 4 Lunch 10:44 – 11:14	Mod 4/5 Class 10:50-11:34	Mod 4/5 Class 10:50-11:34
	Mod 5/6 Class 11:20 – 12:04	Mod 6 Lunch 11:34-12:04	Mod 5/6 Class 11:40-12:24	Mod 5/6 Class 11:20 – 12:04	Mod 6 Lunch 11:34-12:04	Mod 6/7 Class 11:40-12:24
	Mod 7/8 Class 12:10 – 12:54	Mod 7/8 Class 12:10 – 12:54	Mod 7/8 Class 12:24-12:54	Mod 7/8 Class 12:10 – 12:54	Mod 7/8 Class 12:10 – 12:54	Mod 8 Lunch 12:24-12:54
9	1:00 – 1:44			1:00 – 1:44		
10	1:50 – 2:35			1:50 – 2:35		

RULES & REGULATIONS

TRUANCY INCIDENTS: Refer to District [Policy 5200](#)

First Offense:	Parent Contact
Second Offense	Parent Contact and Wednesday Class
Third Offense:	Parent Contact, Extended Wednesday class and meet with attendance personnel
Fourth Offense:	Parent Contact, Extended Wednesday class
Fifth Offense:	One day (1) ISS and loss of parking permit for semester (ISS – In School Suspension)
Sixth Offense:	One day (1) ISS
Seventh Offense:	Two days (2) ISS, and notify BMV for invalidation of learner's permit or driver's license
Eighth Offense:	Two days (2) ISS, discussion of Alternative School and/or CPS
Ninth Offense:	OSS, and/or alternative placement and/or expulsion, social suspension
Tenth Offense:	May be referred to Porter County Probation and suspension/expulsion.

****Note Social Suspension description on PHS Handbook page 7. A student will be REMOVED FROM social suspension once they complete 15 school days in a row with zero trancies in ALL classes.**

One or more of the following consequences could be used for trancies:

- Wednesday Class
- ISS – In School Suspension
- Project Attend
- Revocation of Parking Permit
- Invalidation of Driver's Permit
- Social Suspension
- Alternative School/Night School
- Teen Court
- Extended Wednesday Class
- OSS – Out of School Suspension
- CPS – Child Protective Services
- Revocation of Work Permit
- Invalidation of Driver's License
- Social Suspension/after school events, prom
- Meeting with Attendance Personnel
- Juvenile Probation

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.

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

1 st tardy:	Student warning
2 nd tardy:	Student Warning
3 rd tardy:	Student will sign tardy card to acknowledge tardy and parent notification
4 th tardy:	Wednesday class
5 th tardy:	Extended Wednesday class and referral to attendance personnel
6 th tardy:	Extended Wednesday class and referral to attendance personnel
7 th tardy:	ISS
8 th tardy:	ISS
9 or more tardies:	2 ISS 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.

SIGN-IN PROCEDURES: It is the responsibility of the student to sign in AT THE ATTENDANCE OFFICE any time he or she arrives at school after 7:40 a.m. or later in the day or when returning to school for any reason. Every student must have a verified reason for being late to school and will be marked absent and possibly truant for first mod. Students missing after the first five (5) minutes to mods 2 through 10 will be marked absent and may be considered truant. Failure to sign in for any reason will result in disciplinary action. Students in grades 10 through 12 must sign in at the Attendance office at the East building. All 9th grade students must sign in at the West office.

EARLY DISMISSAL – [District 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.

SEARCH AND SEIZURE: Refer to: [District Policy 5771](#) and AG 5771

A student who physically or verbally assaults another individual is subject to disciplinary action and civil authorities may be notified. Failure to comply with staff members' instructions to stop fighting in any circumstance will be subject to expulsion.

DISRUPTIVE ITEMS: It is the expectation that cell phones, iPods, MP3 players, and all other electronic devices or disruptive items (squirt guns, cameras, laser pointers, etc.) are off and put away during the educational portion of the day. Should a teacher elect to allow the use of any electronic device, the administration will support that decision until it becomes a distraction to the educational process.

Electronic devices will continue to be allowed before school, after school, and during the student's lunch period (in the lunchroom area only). During the school day, electronic devices are not allowed in the hallway between classes.

Students, who are asked to surrender their offending item to any staff member and refuse to do so, may face additional consequences.

Consequences for misuse of electronic devices (per school year)

- 1st offense – Student receives device at the end of the school day
- 2nd offense – Parent must pick up device at end of school day
- 3rd offense – Parent picks up device and Wednesday class
- 4th offense – Parent picks up device and Ex-Wednesday class
- 5th offense – Parent picks up device and ISS
- 6th offense – Parent picks up device and ISS/Teen Court
- 7th offense – Parent picks up device and 2 ISS

Portage Township Schools will NOT be responsible for lost or stolen electronic devices

DRIVING AND PARKING REGULATIONS: Students, grades 10 through 12, who have a valid Indiana driver's license with an address in the Portage Township Schools district and a vehicle registration, are eligible to apply for a parking permit. Motorcycles, motorbikes, motorized scooters, etc. are also required to have a parking permit. Students who drive to school or who park on school property without obtaining a permit will face disciplinary action and may be denied driving/parking privileges on that basis for the entire school year.

1. Students who drive to school must park in the designated parking area in the East parking lot. Students should follow all traffic safety and parking rules, which include pulling forward facing into marked and assigned parking spaces, and adhering to the 10 MPH speed limit. Students who violate any driving or parking rules will face disciplinary action for the first offense.
 - a. Cars parked improperly may be "booted" and/or towed. Students are not to park in the area designated for staff or clinic parking. Videotapes may be made of the parking lot and the surrounding area.
 - b. Driving is a privilege that may be revoked due to student misconduct (i.e. suspensions, multiple tardiness, etc.)
2. Mid-year graduates are required to turn in their parking permits at the end of the first semester.

WEDNESDAY CLASS, EXTENDED WEDNESDAY CLASS/SATURDAY CLASS: Wednesday Class (WC) is a 1¼ hour class (2:45-4:00). Extended Wednesday Class (XWC)/Saturday Class (SC) are a two-hour class 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/SC and not rely on the school to remind them. Procedures are:

RULES AND PROCEDURES FOR WEDNESDAY CLASS/EXTENDED WEDNESDAY CLASS/SATURDAY CLASS:

1. Failure to attend Wednesday Class for any reason will result in a suspension.
2. Students assigned to Wednesday Class are expected to be in the designated location by 2:50 p.m. Tardiness will result in disciplinary action. WC is dismissed at 4:00 p.m. XWC is dismissed at 4:30p.m.
3. Students are not allowed to talk, move about the room or leave the designated area without approval of the administrator(s) in charge.
4. Students will not be admitted without schoolbooks and materials to study while in WC. **SLEEPING IS NOT ALLOWED** and may be grounds for further discipline. Any violation of WC rules may result in removal from WC, assignment of an Extended Wednesday Class or suspension from school.
5. Students removed from Wednesday detention for any reason will be suspended from school.
6. Any missed Wednesday Class/Saturday Class will result in a suspension from school.
7. Wednesday class is a substitute for suspension. Failure to attend a Wednesday class or several repeated assignments of Wednesday class is not effective therefore, suspension is the next disciplinary action.

DRIVER'S LICENSE OR LEARNER'S PERMIT INVALIDATION: Public Law 132 states that if any of the following occur, a student shall lose their driving privileges for: 1) a total of 120 days; 2) the end of a semester

- During which the student returns to school; 3) until a person becomes eighteen (18) years of age; whichever is longer.
- May be revoked if the student's fails to pass 5 classes during a given 9-week quarter.

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 (see truancy).
- If a student withdraws from school or refuses to attend school.

WORK PERMIT INVALIDATION:

- May be revoked if the student fails to pass 5 classes during a given 9-week quarter.
- If a student is a habitually truant from school (see truancy).

SOCIAL SUSPENSION: Students will lose their privilege to attend any home extra-curricular events.

IN-SCHOOL SUSPENSION (ISS): The school administration, in lieu of sending a student home, may assign him/her to In-School Suspension. The student will spend the day in one classroom rather than moving from class to class. Teachers will send class work to the In-School suspension room and students **will receive credit for work completed.**

OUT-OF-SCHOOL SUSPENSION (OSS): A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. Schoolwork missed during an out-of-school suspension will be the student's responsibility to make-up. Any assessments during the suspension will be made up at a designated agreed upon time between teacher and student.

SUSPENSION PROCEDURES: Note page 34 of PTS District Handbook and [Policy 5610](#) and [5611](#)

NIGHT SCHOOL: A school principal (or designee) may remove a student from attending regular day school and place them in the Night School program in lieu of expulsion depending on the severity of infraction. When that occurs the student will be on a Form 16 (see next section) for the entirety of duration of time that the student is enrolled in Night School. The student will be held accountable to the Night School rules and regulations which will be explained to them and/or their parent (if they choose to attend) on or before their first day of attendance at Night School. Night School is a restrictive program which allows students to continue to learn, earn credits, and redeem behavior through the attentiveness and completion of lessons, computer assignments, and classroom participation. Non-compliance to the rules may result in the assessment of "hours" to which point if the student exceeds the acceptable number of hours missed, then they will lose the privilege of attending Night School and the Form 16 will be enacted.

FORM 16: Note page 47 of the PTS District Handbook

EXPULSION: Note page 47 of the PTS District Handbook

EXPULSION PROCEDURES: Note page 47 of the PTS District Handbook

TEEN COURT: Note pages 35 and 43 of the PTS District Handbook

CLUBS/ORGANIZATIONS

All students are encouraged to participate in the many clubs, organizations and activities offered at Portage High School. 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.

TELEPHONE/FAX NUMBERS

ADMINISTRATORS

Gill, Max – Principal.....	764-6034
Alkire, Lynn – Assistant Principal	764-6041
Mills, Pat – Assistant Principal	764-6033
Caballero, Ann Marie – Assistant Principal	764-6025
Stafford, Jake – Assistant Principal.....	764-6035
Michael Stills – Assistant Principal.....	764-6032
Tim Kunstek – Dean of Students.....	764-6057

GUIDANCE COUNSELORS

Shrader, Kathy A-C, 9-12 th grade.....	764-6101
Senart, Sarah C-F, 9-12 th grade.....	764-6045
McGinty, Carrie G-KL, 9-12 th grade.....	764-6048
Frame, Jenny KM-N, 9-12 th grade	764-6043
Kehoe, Charity O-SI, 9-12 th grade	764-6044
Annmarie Sims SJ-Z, 9-12 th grade.....	764-6042
TBD.....	764-6061
Urban, Kristina.....	764-6231

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
Fax Main Office West	764-6064
Fax Main Office East	764-6062
Guidance.....	764-6040
Main Office East	764-6026
Main Office West	764-6038

Media..... 764-6222
Print Shop 764-6250

DISTRICT OFFICES

Administration Building 762-6511
Food Services..... 763-8008
Transportation 763-8080