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The History of Portland High School

PHS is proud of its long, rich heritage. First established in 1821 in an Exchange Street building, the English High School for Boys was housed in several different buildings. In 1850 a High School for Girls was built on Chestnut Street behind the present day site. In 1863 PHS, made up of boys and girls, moved to its present location on Cumberland Avenue. Portland High School was the third public high school to be established in the United States. That school is the middle wing of the current building. The new addition to the school was opened in 1989. It included a cafeteria, additional classrooms, theater/auditorium and a gymnasium.

Throughout its history Portland High School was considered a pioneer in secondary education. Our staff holds high expectations for all of our students while building positive and productive relationships and providing a variety of academic and extracurricular opportunities. Our students are encouraged to set personal and academic goals, to pursue college and career interests, and to demonstrate initiative, responsibility and leadership as productive members of their communities. Our curriculum reflects the core values of lifelong learning, equity, achievement, diversity and success.

Notable graduates include Thomas B. Reed, Speaker of the United States House of Representatives; Admiral Robert E. Peary, who discovered the North Pole; and John Ford, a giant among movie directors. Students are encouraged to take advantage of all the opportunities Portland High School has to offer. We are proud of our students as they continue the Bulldog legacy of leaving their mark on the world.

The entire staff is committed to providing support to our students and their families. Please use this handbook as a reference guide to services, code of conduct and PHS resources.

Note to Students and Parents
Students and parents/guardians are responsible for reading and following the practices, guidelines and rules in this handbook. This handbook has been developed within the framework of the Board of Education's Policy Manual. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. The school administration reserves the right to make changes in the handbook without prior notice. The handbook is provided solely for the convenience of students, parents and staff, and the Portland Public Schools, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred. If you have any questions about this handbook, please contact me. PPS Policies are available at www.portlandschools.org.

Sheila Jepson
Principal
Portland High School Directory
284 Cumberland Avenue
Portland, ME 04101
207-874-8250
Fax: 207-874-8248

Sheila Jepson, Principal
Kathie Marquis-Girard, Assistant Principal Grades 9 & 11 EXT: 7403
Kimberly Wike, Assistant Principal Grades 10 & 12 EXT: 7402

Cathie Martin, Administrative Secretary II x7406
Anne Marie Bryce, Main Office and Co-Curricular Secretary x7405
Carol Tomshick, Maine Office Secretary x7407
Michael Bennis, School Resource Officer x7416

ATHLETICS/CO-CURRICULARS: 874-8257

Rob O’Leary, Administrator x7404

STUDENT SERVICES OFFICE: 874-8255

Johannah Burdin, Guidance Counselor Grade 9-12 A- De
Theresa LaPlante, Guidance Counselor & Director Grade 9-12 Di - J
Sue Mullen, Guidance Counselor Grade 9-12 K - O
Marisa Emerson Grade 9 - 12 P - Z
Sophie Payson-Rand, Social Worker x 7439 Grades 9-12 A-J
Katie Small, Social Worker x7529 Grades 9-12 K-Z
Liz Bryant, Guidance Secretary

School Nurse: Laura McNeill x7438

SCHOOL HOURS OF OPERATIONS

Breakfast 7:15 - 7:55
School Hours 8:00 to 2:30
Early Release Wednesdays 8:00 to 1:30
Early Dismissal Wednesdays 8:00-11:30

The main office is open until 4:00 M - Th and until 3:30 on Fridays.
# PHS

## BELL SCHEDULE

**Warning Bell**  7:55 am

<table>
<thead>
<tr>
<th>Alternating</th>
<th>Early Release Wednesdays</th>
<th>Early Dismissal for 2nd Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blue Day – White Day</strong></td>
<td>9/26/18 – 5/29/19</td>
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<tr>
<td><strong>Block 1</strong></td>
<td>Block 1</td>
<td>Block 1</td>
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<tr>
<td>8:00 – 9:15</td>
<td>8:00 – 9:10</td>
<td>8:00 – 8:45</td>
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<tr>
<td><strong>Block 2</strong></td>
<td>Block 2</td>
<td>Block 2</td>
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<tr>
<td><strong>Block 3</strong></td>
<td>Block 3</td>
<td></td>
</tr>
<tr>
<td>First lunch classes</td>
<td>First lunch classes</td>
<td></td>
</tr>
<tr>
<td>10:40 – 11:10 Lunch</td>
<td>10:30 – 11:00 Lunch</td>
<td></td>
</tr>
<tr>
<td>11:15 – 12:30 Class</td>
<td>11:05 – 12:15 Class</td>
<td></td>
</tr>
<tr>
<td><strong>Second lunch classes</strong></td>
<td><strong>Second lunch classes</strong></td>
<td></td>
</tr>
<tr>
<td>10:45 – 12:00 Class</td>
<td>10:35 – 11:45 Class</td>
<td></td>
</tr>
<tr>
<td>12:00 – 12:30 Lunch</td>
<td>11:45 – 12:15 Lunch</td>
<td></td>
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<tr>
<td><strong>Bulldog Block</strong></td>
<td>Block 4</td>
<td></td>
</tr>
<tr>
<td>12:35 – 1:10</td>
<td>12:20 – 1:30</td>
<td></td>
</tr>
<tr>
<td><strong>Block 4</strong></td>
<td>1:15 – 2:30</td>
<td></td>
</tr>
<tr>
<td>1:15 – 2:30</td>
<td>12:20 – 1:30</td>
<td></td>
</tr>
<tr>
<td><strong>8:00 am – 2:30 pm</strong></td>
<td>8:00 am – 1:30 pm</td>
<td>8:00 – 11:30</td>
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<tr>
<td>75 minute classes</td>
<td>70 minute classes</td>
<td>45 minute classes</td>
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<tr>
<td>30 minute lunches</td>
<td>30 minute lunches</td>
<td>30 minute lunch</td>
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<tr>
<td><strong>Lunch 11:20 – 11:50</strong></td>
<td><strong>Lunch 11:20 – 11:50</strong></td>
<td><strong>Lunch 11:20 – 11:50</strong></td>
</tr>
</tbody>
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ACADEMICS

Graduation Requirements and Promotion

The Board of Education has established that each student must earn forty-one credits/Units of Proficiency to participate in graduation exercises and receive a high school diploma. The forty-one credits/Units of Proficiency are usually earned over a four-year period. All course credits and requirements must be completed in order for students to participate in senior farewell and graduation exercises. Students earn two credits for completion of a year-long course and one-credit for completion of a semester course.

Credit Requirements: Students select courses in consultation with their parent/guardian, teachers, and guidance counselor. Required course credits are as follows:

For the Class of 2019 and 2020:

- 4 years of English: 8 credits
- 3 years of Social Studies: 6 credits
- 3 years of Mathematics: 6 credits
- 3 years of Science: 6 credits
- 1 semester of Health: 1 credit
- 1 year of Physical Education: 2 credits
- 1 year of Fine Arts: 2 credits
- Senior Capstone Elective Courses*: 10 credits

*The remaining 10 credits may be selected by the student on the basis of their interests, abilities and plans following graduation.

Total for Graduation 41 credits

For graduating classes 2021 and beyond the requirements are:

Accrue at least 21 Units of Proficiency (UP) by demonstrating proficiency for all Standards taught in a course or eligible learning experience.

Content area requirements for UPs are as follows:

4 UPs- English; 3 UPs each- Math, Science/Technology; Social Studies;

1 UP each- Arts, PE, Health; 5 Student Choice UPs
An UP is awarded when a student has demonstrated proficiency on every Standard in a course or eligible learning experience.

A learning experience is an educational experience that differs in format from a course offered at a Portland Public schools. Learning experiences include:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships, fieldwork
- Community service
- Exchange programs
- Independent study
- Alternative education/”At Risk” programming
- Adult education courses
- Other Portland Public Schools approved measures of proficiency

When taking a required course, students must pass the course and receive the credit. Seniors will maintain twelve credits. It is strongly recommended that college preparatory students have a minimum of two years of a foreign language. Foreign language credit is considered elective credit. If a student fails a required course, it is essential that the student immediately develop a plan with the guidance counselor for making up the lost credit and meeting the graduation requirements. Repeating the course, attending summer school, and/or enrolling in a college course are possible course make-up options.

**Early Graduation**

Students are encouraged to take advantage of the variety of courses available to them and to spend four years completing their high school education. Meeting requirements in less time is possible, but not recommended in most cases. In special circumstances, it is appropriate for a student to graduate early and Portland High School will work closely with such student to meet their needs. Any student who is
contemplating graduation in less than four years must see his or her counselor to initiate the process and obtain approval from the Principal.

**Board Policy: NESP/NSBA Code: JEA**
**Board Policy: NEPN/NSBA Code: IKF**

**Early College Transcript**

For students taking an Early College course, the course will appear on the high school transcript. If a transcript or report is received from the college the course grade will appear on high school transcript as reported by the college.

The grade will not be included in GPA or class rank.

AP and AP4ALL course grades are included in GPA and rank with weight.

**GRADUATION REQUIREMENTS**

A high school diploma from the Portland Public Schools is evidence that a student has achieved and demonstrated proficiency in meeting the district’s graduation standards, which are aligned with Common Core Standards.

**DIPLOMA REQUIREMENTS**

Students must successfully complete a total of 41 credits and achieve the content standards of the parameters for essential instruction required by the Department of Education regulations. Students may demonstrate achievement of the standards through multiple pathways as permitted by state law.

A student graduating from Portland Public Schools is expected to be:

- A clear and effective communicator
- A self-directed and lifelong learner
- A creative and analytical problem solver
- A responsible and involved citizen
- An integrative and informed thinker

  Complete a capstone and/or milestone project demonstrating in-depth research, presentation, and technology integration skills.

  Complete an individualized post-secondary success plan that continues to build upon each student’s acquired knowledge and skills, and enables each student’s full participation in Portland’s civic, intellectual, cultural, and economic life and in our global economy.

• Portland Public Schools offers all students multiple ways to achieve and demonstrate proficiency in the district’s graduation standards.
Educational experiences available to students include, but are not limited to:

- Academic courses offered by the school
- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships, fieldwork, Community service, Exchange programs, Independent study, Alternative education/
  “At Risk” programming, Adult education courses, Other Portland Public Schools approved measures of proficiency

Portland Public Schools encourages students to explore a broad range of learning experiences, including extended learning opportunities that take place outside of the school building and/or school day. To pursue an extended learning opportunity, a student must present a detailed plan, including how the experience helps the student meet the district’s graduation standards. Each extended learning opportunity must provide a quality learning experience comparable in rigor to other learning experiences offered by Portland Public Schools. Extended learning opportunities must be approved by the high school principal/designee.

In order to receive a diploma from Portland Public Schools, students must demonstrate that they have engaged in educational experiences relating to graduation standards in English language arts, mathematics, science and technology, and social studies in each year of their secondary schooling.

While most students will satisfy graduation requirements over the course of a four-year academic program, students may also take more or less time to do so, based on their distinct learning needs.

Adopted: November 5, 1984 Revised: 8/6/86; 8/26/92; 12/6/00; 11/3/04; 11/5/13; 4/28/14; 6/24/14

**Students Receiving Special Education Services**

Identified students may earn a regular diploma by fulfilling state and local requirements as specified by the goals and objectives of their Individual Education Plan (IEP).

Students, who demonstrate proficiency in Portland Public Schools’ graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

Legal Reference: 20-A M.R.S.A. § 4722-A and 6209Ch. 125,127,131,132 (Me. Dept. of Ed. Rule)

Add/Drop Period
An add/drop period is scheduled for five days at the beginning of each semester. This allows for students to make adjustments to their schedule to better fit their abilities, interests and goals.

After add/drop period, students may drop a class only as a last resort and if the remaining schedule includes at least 12 credits. The following process applies in this case:

1. The student must meet with his/her school counselor to discuss the proposed change, and receive a Schedule Change Form, if appropriate.
2. The student must meet with the teacher affected by the change, ask for approval and return, if applicable, any books or materials owed. If a teacher disagrees with the proposed change it should be noted on the form.
3. The student must discuss the change with his/her parent. The parent must sign the Schedule Change Form.
4. The student must return the completed Schedule Change form to his/her school counselor before any change is made.

A conference involving the student, parents, school counselor, and principal and pertinent faculty members may be called to determine if the proposed schedule change is in the student's best interest.

During the first eight weeks of school, changes made to any yearlong class (four weeks for a semester class) will not be recorded on the transcript.

If a student drops a yearlong class after the first quarter (or a semester course after four weeks), a WP (withdraw pass) or WF (withdraw fail) will be recorded on the student's transcript.

If a student withdraws during the last four weeks of a class, W (withdraw) and the current grade will appear on the transcript and the grade will be counted in the student’s grade point average.

Academic Honesty
Academic honesty is a fundamental value and expectation of the Portland Public Schools community. Academic dishonesty can damage a student’s standing in the school community and impair his/her education. It can affect a student’s reputation among the faculty and peers, grades, college and employment opportunities, eligibility for awards and scholarships, and may result in disciplinary action.

The following expectations are intended to inform students, parents/legal guardians and faculty the consequences for violations of this policy. The policy does not attempt to describe every possible activity a student may engage in that could be considered academic dishonesty, but provides examples to guide student conduct.

*Teachers will review academic honesty expectations at the beginning of the year or each course.*
**Expectations**

1. All school work completed by a student must be the student’s own work, except when clearly credited to another source in accordance with teacher and/or school standards.

2. A student shall not copy another student’s work on a test, class work, homework assignment or project and present it as the student’s own work.

3. A student shall not present anyone else’s work (such as a parent/legal guardian, sibling, material obtained on the Internet or from any other source) as the student’s own work. This includes work prepared for classes in the Portland Public Schools, work prepared for any outside classes that earn Portland Public Schools credits, and application materials for post-secondary institutions and employment.

4. A student shall not possess access or use any information during a test that is not permitted by the teacher. This includes, but is not limited to, books, “cheat sheets,” or information stored in or accessible through a cell phone, computer or any other electronic device. All electronic devices must be turned off and stored while a student is in class unless use is authorized by the teacher for instructional purposes.

5. Student shall not invent or make up data, sources or any other information.

6. **Plagiarism:** A student shall not plagiarize. A student shall not copy the words or ideas (even if in different words) from a source without giving the source proper credit and citation, in the form required by the teacher and/or school. A “source” is the work of another person, whether in print, on the Internet, in audio, video, digital or any other form.

   - A student shall not access, download, copy or distribute school materials such as tests or answer keys without explicit authorization from a teacher.

   - A student shall not help another student to violate this policy (examples include, but are not limited to, providing answers; doing another student’s work; giving tips on how to cheat on a test; etc.).

   - Parents are encouraged to discuss school assignments with their children, but are asked to keep in mind that assignments should constitute their children’s own work.

   School employees may utilize software, web sites or other available technological tools to detect plagiarism.

**Consequences**

1. A student who violates this policy shall receive no credit for the work on which the violation occurred. The teacher shall notify the student’s parent/guardian about the violation.

2. The building principal shall be notified of each violation and disciplinary measures may be imposed depending upon the circumstances of the particular case.
3. In addition to disciplinary measures, other consequences may include the following:

   a. Removal from the National Honor Society (if applicable).
   b. Removal from the Honor Roll (if applicable).
   c. Removal of college or other recommendations (if applicable).
   d. Any other consequence deemed appropriate by the principal based upon the nature and seriousness of the violation.

Board Policy: NEPN/NSBA CODE: JICD

SAT for College Admission: Students should check with their counselor for the dates when the SAT tests are scheduled. The tests are administered at Deering and Portland High Schools on specific Saturdays. All 3rd year high school students take the SAT as part of the required Maine High School Assessment. It is given during the school day in early April.

Full Time Student Status
In order to be considered as a full-time student at Portland High School, a student must carry and attend a minimum of five academic courses each semester. Athletic eligibility is based on students being enrolled as full time students.

Age 20
Students are subject to all school rules and regulations regardless of age. Parental signatures for specific activities/forms will be required of all students. Any student who turns twenty years old prior to July 1st may not attend Portland High School or participate in graduation exercises. Students who complete their course work at Adult Education, USM, SMCC, or through other academic programs. Upon completion of all graduation requirements, students may receive a Portland High School diploma if they had twenty-five or more credits earned prior to leaving Portland High School. If they had less than twenty-five credits, they will receive a diploma from the program they entered after leaving Portland High School.

Advanced Placement Courses
The Advanced Placement (AP) program allows students the opportunity to engage in college level courses and possibly earn college credit while attending Portland High School. At the conclusion of the course, students take the corresponding AP exam in May, on a date set by the College Board. Students who earn a score of three (3) or higher on the AP exam may be eligible for advanced placement or course credits at many colleges and universities in the United States. Any student who is capable of and wishes to take advanced placement courses is permitted to do so. Note, however, that AP courses require students to make a commitment to meeting individual course requirements, which include, but are not limited to, completing summer work, meeting certain prerequisites for enrollment, and devoting considerable homework time to independent reading, writing and research assignments.
**Honors Level Courses**
Honor Level Courses offer a demanding educational environment for students who have shown high academic achievement in the past, or for those with a strong work ethic who wish to undertake a challenge. Students are expected to read well above grade level, write with technical skill and fluency, and work independently on a variety of papers, projects, research assignments, and class presentations. An aptitude for critical thinking, literary analysis, and independent interpretation is important at the honors level.

**College Preparatory Courses**
College Prep courses seek to make students competitive for future educational and career choices. Students are asked to read a variety of grade-appropriate literary selections and to develop the ability to critically analyze them. Course work emphasizes the refinement of writing, speaking and listening skills through the regular assignment of essays, projects, and in-class presentations. Daily homework reinforces classroom instruction. Students are expected to become independent learners.

**Alternative Credit Option/Alternative Education Program**
Alternative Credit Option (ACO/AEP) is a program that offers the four core subject areas for students for whom on-time graduation has become jeopardized. Following a humanities model, students are able to receive English and Social Studies credit in the same class. Students can also access a science curriculum which ranges from Earth Science to Physics while also studying current scientific issues in Fundamentals in Science. The Alternative Math program is individualized for each student and can range from arithmetic to Algebra 2. In addition to the core academic classes, ACO Independent allows students enrolled in ACO the opportunity to complete make up work with access to instructional support. A flexible atmosphere is maintained but strong emphasis is placed on student responsibility. Peer pressures are minimized but group counseling discussions are an integral part of the program. Students will be expected to apply to and pursue post-secondary opportunities.

**Independent Study Courses**
Portland High School students may take up to **four credits** of independent study to be counted as elective credit toward graduation. Independent studies must have prior approval from the principal.

**Portland Arts and Technology High School (PATHS)**
**Portland Arts & Technology High School (PATHS) is open to all students in grades 9-12.** PATHS courses are designed for all students who are serious about gaining new skills and knowledge through applied “minds-on/hands-on learning”. These classes are designed for career bound and college (post-secondary) bound students and are an extension of their high school schedule. PATHS classes count toward graduation as any other high school class. Classroom theory and instruction, extensive labs, shop projects and community-based internships combine to give students real life experience in career directions.

PATHS follows the Portland Public Schools calendar and offers two sessions a day:
Session 1 (8:00 - 10:25 AM) and Session 2 (11:00 AM – 1:30 PM).
Students are bussed to and from PATHS from PHS. Interested students should see their guidance counselor to arrange a visit and complete an application. Specific questions about programs offered can be answered by calling the guidance office at P.A.T.H.S (874-8165).

Credit for Outside Courses/Early College
Juniors and seniors attending Portland High School sometimes may opt to take courses at nearby colleges.

➢ Students are eligible to participate in the Early Studies Program at USM if they are at least 16 years old, have a B average and meet SAT/PSAT score requirements.

➢ Students are eligible to participate in the SMCC Tuition Assistance Program if they have a B average and a qualifying Accuplacer and/or SAT score.

➢ Students are eligible to participate in the Saint Joseph's College of Maine which also offers an Early Scholars Program.

➢ These programs may carry a minimal cost to students if that they take the course during the school year. Their grade can be posted on the PHS transcript - and is not counted toward GPA…. more info here regarding how colleges look at HS students taking a college course!!

Infinite Campus: Check Your Grades
Infinite Campus (IC) is our web-based student information portal where students and parents can get up-to-date information about a student's attendance, grades and credit status. A student or parent can access the IC account by following these steps:

Step 1
Go to this link:  http://www.portlandschools.org

Step 2
Click on “Infinite Campus Portal” under Parent/Student

Step 3
Enter the student's username & password (see your school counselor if you need this information)

Progress Reports/Warning Notices and Report Cards
Parents are encouraged to access Infinite Campus to stay updated on student progress. The midpoint of each marking period is indicated on the Blue/White calendar when teachers notify students and parents of academic/attendance deficiencies. Parents/guardians are encouraged to contact teachers (874-8250), guidance counselors (874-8255), or an administrator (874-8254) with questions or concerns they may have about a student’s performance or evaluation. Teachers, guidance counselors, and administrators may also be reached via email. Please see the school’s website http://www.portlandschools.org/ for a complete list of email addresses, click Schools then select Portland High.

Report cards are distributed to students after the close of quarter 2/mid year. Report cards will not be printed for quarters 1 and 3 but are always available if you would like one printed. Report cards are
also available at the end of the year if you would like one sent to you. Please call our office if you want a printed copy.

The Portland Public Schools grading system are as follows:

- **A+** 100–99
- **A** 98–95
- **A-** 94–93
- **B+** 92–91
- **B** 90–87
- **B-** 86–85
- **C+** 84–83
- **C** 82–80
- **C-** 79–78
- **D+** 77–76
- **D** 75–72
- **D-** 71–70
- **F** Below 70

**Habits of Work and Learning**

PHS students will be graded on Habits of Work and Learning in the areas of Preparedness and Engagement in Learning. These scores will appear in the grade book and may count toward the students’ overall grade in a class.

**Exams**

Mid-year and final exams are administered each year during examination schedules. These exams count up to 20% of the semester grade. Parents/guardians and students must make plans to ensure attendance during the exam days. If a student has an excused absence on the date of the scheduled exam, the student must satisfy make-up expectations on the first day the student returns to school. Extended absences may constitute a longer make-up period, which shall not exceed two weeks. Arrangements to complete make-up work will be scheduled at the discretion of the classroom teacher. If the exam is not made up within two weeks from the date of the student’s return, a grade of zero will be issued for the exam. If the student has an unexcused absence, the absence will be considered truancy and a grade of zero will be issued for the exam.

**Extra Help**

Teachers are available for help before school by appointment, during Bulldog Block, or after school on specific days by appointment.

**Homework**

Requirements for assigned homework vary from class to class. Students are expected to complete work in accordance with teacher guidelines.
**Honor Roll**

Honor rolls are determined and published each quarter. The Honor Roll includes all students who earn grades of B or higher in all courses for a quarter. To achieve high honors, a student must earn all A’s. A grade of Incomplete will render a student ineligible for the honor roll unless the student has presented a legitimate reason for not completing coursework on time and the work is completed before it is printed.

**National Honor Society**

Juniors or seniors who meet the academic standard for entry into the National Honor Society will receive application packets. Students must complete and return packets by the deadline to be considered for election. If a student fails to be elected, and feels it is unjust the student may file an appeal with the principal. The principal’s decision in the appeal is final.

There are four criteria for selection into NHS: Scholarship, Character, Leadership and Service.

**Scholarship:**

➢ Students must have a cumulative GPA of a 93.00 or above

**Leadership:**

➢ Students must show that they are a leader in the school

Sample activities that count towards showing leadership:

➢ Anatomy of Leadership
➢ Class Officer
➢ Executive Board
➢ Officer of a club or activity at PHS
➢ Student Council
➢ School Board Representative
➢ Team Captain

**Scoring over a 2 year period (10th & 11th) or (11th & 12th)**

1. 1 PHS leadership role
2. 2 PHS leadership roles
3. 3 PHS leadership roles
4. 4 PHS leadership roles

**Character:**

➢ Please note if any student has been disciplined for any reason, this could impact being considered for NHS, but is not the only reason not to be considered or selected to NHS.
➢ Staff will give input towards a student’s character. Staff may reflect on how a student acts in class, on a sports team, during an activity or out in the community. A teacher will score students between 1 and 4.

All Categories will be scored and an average for each student will be tallied. An overall group average will be found and any student that scores above the overall average will be inducted into NHS. The induction ceremony will be held in April.

**Rank in Class**

It is the policy of Portland Public Schools to rank order all members of the senior class. Class rank or standing is determined by calculating the average of all courses taken by the student in grades nine through senior year. A system of weighted grades is used in which grades in Advanced Placement and honors classes receive more weight than other courses. Guidance counselors can provide students and parents/guardians with more detailed information about how class rank/standing is calculated.

**Home-Schooled Students**

Students who are homeschooled are not computed in class rank/standing.

**Senior Privilege**

Early release/late arrival is available for eligible seniors who request to have the privilege of being excused from school when they have a study hall during the first or last periods of the day. A "Senior Privilege" Form must be completed, signed and approved by the Assistant Principal for Seniors. This privilege can be revoked at any time by the administrator or parent. Seniors with senior privilege must maintain an 85 or above in all classes and have a good attendance record. If a teacher requests to see a student during Bulldog Block it is the student’s responsibility to attend. Failure to do so could result in the privilege being revoked. All seniors must attend bulldog Block on Mondays and any other Bulldog Block when there is a Senior Assembly.

**In order to be approved for “Senior Privilege”, a student must agree to the following:**

- Students must have parental permission.
- Students must not be in the building during their senior privilege.
- Students must not be disruptive to the school environment.
- The student’s school performance and/or behavior must remain positive.
- Schedule changes will not be accommodated for convenience purposes. (i.e. students may not drop classes to obtain senior privilege)
- The administrator may revoke senior privilege at any time. Reasons include but not limited to: suspension from school; course failure(s) for previous quarter; in the building without permission, attendance issues, tardies,
- Seniors must have 27 or more credits.
- Seniors must maintain an 85 or above in all classes.
Study Hall

Students are encouraged to make maximum use of study hall periods for researching, studying, completing homework, and accessing teachers (if available), social workers, and guidance counselors. Students who do not adhere to study hall rules are subject to the same disciplinary action that exists for course classes.

1. Students may sign out of a study hall for bathroom use one student at a time. As one student returns another student may leave.

2. A student meeting with a specific teacher for extra help will present a pass from the teacher to the study hall teacher before the student signs out of the study hall. The student will return from the help session with a signed pass indicating the time of return.

3. Any student signing out to the library must maintain appropriate behavior; otherwise privileges will be revoked.

4. Students should be courteous to each other during study halls, maintain a quiet study environment and minimize distractions.

5. Study hall staff are a valuable resource and students should feel free to ask for help with their studies.

6. No card playing, games of chance or gambling.

Valedictorian/Salutatorian Selection

The Valedictorian is a student who has earned the highest grade point average, and therefore, the class standing, over his/her high school career. The Salutatorian is the student with the second highest grade point average. Grade point averages are determined by calculating a weighted average of student grades for the first seven semesters of high school. Only students who have been enrolled and are attending Portland High School for two consecutive years prior to graduation are eligible for the designations of Valedictorian or Salutatorian.

Brown Medal Selection

For the graduating classes of 2019, 2020, 2021, PHS awards Brown Medals to the five highest ranking males and the five highest ranking females in the graduating class. Class rank or standing is determined by calculating the average of all courses taken by the student in grades nine through senior year. Beginning with the graduating class of 2022, Brown Medals will be given to the Top 10 of the graduating class.

Textbooks

All textbooks are loaned to students for use during the school year. Textbooks should be covered, kept clean and handled carefully. Students are responsible for the books and must pay for all lost or damaged books.

Exchange Programs

Students who wish to participate in an exchange program during their high school career should notify the Principal and meet with their Guidance Counselor beforehand for academic planning. After the
program has ended, the student is responsible for submitting his/her transcript as proof of coursework. Counselors will add the coursework to the PHS transcript; grades will be converted to Pass/Fail unless clear grades are identified on an official transcript from the school.

**Compulsory School Attendance**

Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry. Compulsory Attendance Ages Under state law, full-time attendance at school is required of every child between the ages of 7 and under 17, unless he/she has received a high school diploma or its equivalent. Excusable Absences from School A person’s absence from school is excused when the absence is for one of the following reasons:

A. Personal illness;
B. An appointment with a health professional that must be made during the regular school day;
C. Observance of a recognized religious holiday when the observance is required during the regular school day;
D. A family emergency;
E. A planned absence for a personal or educational purpose which has been approved; or
F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by an IEP or other education plan or Superintendents’ agreement.

**Attendance Practices**

The purpose of attendance guidelines is to ensure that our students maintain a good attendance record and comply with Maine school attendance laws. Portland High School recognizes the positive relationship between good attendance and success in school. Consistent class attendance is considered to be a basic requirement for passing a subject and earning credits. Classroom instruction, activities, and discussions that take place in classes are critical parts of the educational process. When a student misses class, an important part of instruction cannot be replaced. Regular school attendance is the responsibility of the parent and frequent absences disrupt the continuity of the educational process. Daily attendance is taken promptly at 8:00 a.m. Throughout the school day attendance is taken in each class. Once a student arrives at school students are expected to be in their assigned classes, including study hall and Bulldog Block. Students who have late arrival, early release, or senior privilege, may not loiter in the halls. Any student who is in the hall should have a pass. Students must show their pass, and give their name, to any staff member who asks. Failure to do so will result in disciplinary action.

Students who are absent must make sure that a parent/guardian notifies the school by phone between the hours of 7:30 a.m. and 9:00 a.m. If circumstances prohibit a parent/guardian from making a phone call, a note or email to tomshc@portlandschools.org excusing the absence will
be accepted within twenty-four (24) hours. Students attending appointments must bring
documentation. Students are responsible for making sure all absences are updated accurately in
Infinite Campus.

Students have up to two weeks to complete work missed because of an absence. Excused absences
may include illness, an appointment with a health professional, observance of a religious
holiday, emergency family situation, planned absence with prior administrative approval,
college visit with prior administrative approval, field trip, and suspension.

Students will be expected to arrange and complete make up work for absences. Teachers are
authorized to establish deadlines for submissions of make-up work and failure of the student to
meet such deadlines may result in loss of credit for the assignment(s).

• Any absence from school will impact a student’s academic performance.
• Documentation for excused absences must be brought in when students return from an absence
and will be retained for our records.
• College visits are excused absences when approved in advance by administration.
• Field Trips are excused absences if a student obtains prior written approval from all teachers on
the designated field trip form.

If a student misses more than 30 minutes of a block, the student accumulates an absence for the
class.

School personnel, other than administrators, may not excuse students from a class. Students must
meet with guidance counselors, social workers, or other teachers during study hall, lunch, or
before and after school.

Students, who need to be dismissed, must see a secretary in the main office before the start of the
school day. the student will be given a note to give to the teacher. All students who are
dismissed must sign out in the main office at the time of dismissal.

Students who live with a parent or legal guardian may not dismiss themselves even if they are 18+
years old. Only students who have been approved by administration may dismiss themselves.

If a student is marked absent for any part of the school day, including homeroom, the computerized
calling program will notify the student’s household.

When a student is absent from school or misses any part of the school day, it will result in missing
practice/game/or other co-curricular activities, unless the absence is approved by
Administration/Athletic Director.

Students who are late to school will automatically serve lunch detention that day. Students will be
able to access lunch from the PHS cafeteria and then report directly to the designated room.
Lunch detentions not served will become an after school detention. Students with a legitimate
excuse for being late will report directly to the office to obtain an excused pass.
AP will contact families for students with five or more absences to determine interventions.

*Being in school and being on time is essential. We want you here!*

**Requesting Dismissals**

Parents have two options for requesting dismissals:

1. Parents may email Carol Tomshick in the main office at tomshe@portlandschools.org to request dismissal. Carol will print the email for the student file and will respond to the parent email confirming receipt. If Carol does not respond to the email within a reasonable amount of time, she may be out for the day or there may be computer problems. In that event, please call the school to request student dismissal.

2. Parents may call 874-8250 to request dismissal.

To ensure safety, students may not leave PHS during the school day, with the exception of the lunch block, without the permission of a parent/guardian and either the principal, assistant principal, school nurse or office secretary.

If a student becomes ill during the school day, s/he must report to the school nurse or, if the nurse is not available, to the assistant principal’s office. Students who are ill may not leave the building until the school nurse, an administrator, or secretary contacts a parent/guardian for permission. Students leaving school without permission will be subject to disciplinary action.

**Truancy**

A student is truant if the student:

A. Is subject to the compulsory attendance law; and
B. Has completed grade six and has the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year; or
C. Is at least seven years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year. Truancy under this paragraph is considered “child abuse and neglect” under Maine law and is reportable to the Department of Health and Human Services.

**Board Policy:** NEPN/NSBA Code: JHB
All participants are expected to come to school ready to learn on all scheduled school days. Regular school attendance is required of all participants. For the purpose of this policy, any student who misses any portion of the school day with an unexcused absence may NOT participate in athletic and co-curricular activities. Any exceptions to this requirement must be pre-approved by a building administrator.

Since participation in athletic and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the Portland Board of Public Education (The Board) in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe athletic and co-curricular opportunities for all students.

1. Students in good standing may participate in the athletic and co-curricular activities of their school. A student is considered in good standing if they are not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on MPA guidelines and this policy.

2. For the purpose of this policy, any student who misses any portion of the school day with an unexcused absence may NOT participate in athletic and co-curricular activities. All exceptions to this requirement must be approved by a building administrator/Co-Curricular Administrator.

3. Students suspended from school (including in-school and out-of-school suspension) will not practice, participate, attend or compete in athletic and co-curricular activities during the days of suspension.

4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Co-Curricular Administrator in advance of the season/activity.

5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in athletic and co-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, alcohol and drugs. Therefore, students participating in athletic and co-curricular activities will not engage in the prohibited behaviors and activities described in Policy JICH/R (Drug and Alcohol Use by Students) and Policy ADC/R (Tobacco Use and Possession) at any time or place from the beginning of the student’s first athletic or co-curricular activity of the school year through the end of the school year. Students found in
violation of these infractions will report to their Co-Curricular Administrator who will proceed with disciplinary procedures as outlined in Policy JIC1-E Co-Curricular Code of Conduct Administrative Procedures – Disciplinary/Contractual Matrix.

6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, or their school. If a student is charged with a crime, they may be suspended from participation in athletic and co-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.

7. Students will be responsible for all uniforms and equipment issued to them by the school. The cost of replacing damaged or lost uniforms/equipment will be the responsibility of the student and parent/guardian. A student may not be issued uniforms/equipment for a new activity until all uniforms/equipment from a previous activity have been returned or paid for. All exceptions to this requirement must be approved by the building administrator/co-curricular administrator.

8. Students and their parents/guardians are required to sign the Athletic/Co-Curricular Contract as a condition of participating in athletic and co-curricular activities. Students participating in fall sports and their parents/guardians must sign the contract at the beginning of pre-season. All other students who plan to participate in athletics and co-curricular activities at any time during the school year and their parents/guardians must sign the contract prior to beginning their first activity.

A. Academic Eligibility

All students who wish to participate in interscholastic athletics and activities must adhere to the eligibility policy. This includes:
  · All athletic teams
  · Theatrical groups, math, music and clubs when competing under MPA rules
  · Class officers, Executive Board and Student Council
Students who participate in athletics and co-curricular activities must meet the following academic eligibility requirements.

1. Eligibility is determined by academic standing and progress, where “academic” is defined as “credit-bearing.” Eligibility and progress will be checked approximately once a month. A schedule of check-in dates will be determined annually. A student must be academically eligible on the first day of the activity in order to begin participating. For 10th through 12th graders, eligibility for activities which begin in the fall will be determined by grades checked the previous June.

2. Eligibility is based on the course load scheduling of each school. Students must be making adequate progress to learning standards, with adequate progress defined by the district and school, for the minimum load of classes in order to be academically eligible to participate in athletic or co-curricular activities.
a. Portland High School students must take and be making adequate progress to learning standards for five academic classes per semester, or the equivalent as determined by the Principal. A course at Portland Arts & Technology High School will be counted as two courses in determining minimum course load.

b. Requirements for homeschool students are addressed in Policy IHBGA (Homeschooling-Participation in School Programs).

c. For students attending other educational alternative programming, the student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.

3. The Principal or his/her designee is responsible for certifying the eligibility of all students participating in athletic and co-curricular activities.

4. Students with identified disabilities must meet the same eligibility requirements as other students. Adjustments may be made by the IEP Team or 504 Team as written in that student’s plan.

5. Any student promoted from 8th grade to 9th grade will be considered academically eligible for fall activities in the 9th grade.

**Academic Ineligibility Process:**

1. Level 1: If a student is ineligible, they will be removed/suspended from active play/participation for 7 calendar days. The student can participate in practices but cannot actively take part in games, scrimmages against other schools, competitions, tournaments, or exhibition games. The student will work with building administration to create/modify a contract detailing their plan to make acceptable progress toward proficiency.

2. Level 2. If a student continues to be academically ineligible at the end of the Level 1 Period, they will be removed from all official participation/contact with the team/activity for 7 additional calendar days. During this period of time, a school staffing meeting will be held to examine the student’s contract, make any necessary modifications, and review relevant policy.

3. Level 3: If a student continues to be academically ineligible at the end of the Level 2 Period, they will be deemed ineligible for the rest of the season or the duration of the activity. Building administration will continue to work with the student to help regain status for the future.

A written appeal may be made to the Principal if a student and their parent/guardian believes extenuating circumstances have impacted their ability to pass a course. The Principal will review the matter and inform the student and their parents/guardian of the decision within a reasonable time. The student remains ineligible during this review. The decision of the Principal is final.
B. Disciplinary Action

Improper conduct, as determined by school personnel, will result in disciplinary action up to and including removal/suspension from the team or activity in addition to any discipline imposed under applicable Board policies or school rules. The Co-Curricular Administrator, administration and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach will consult with the Co-Curricular Administrator prior to suspending a student from an activity or team.

Repeat or extreme violations of any team/activity rules, school rules and/or Board policies may warrant administrative review and additional sanctions. Violations are cumulative during a student’s middle school career, but do not carry over to the high school. Violations during a student’s high school career are cumulative.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below in addition to any discipline imposed under policies JICH/R (Drug and Alcohol Use by Students) and ADC/R (Tobacco Use and Possession).

Activity/Team Leadership Positions

A student elected to a leadership position for a team/activity forfeits that position for the duration of the season/activity if they are suspended from the team or activity for any reason. A second suspension from a team or activity any time during the student’s high school career will result in the loss of any leadership designation held for twelve calendar months. A third suspension during a student’s high school career will result in the loss of any leadership position for the remainder of the student’s career.

Appeal of Disciplinary Suspension from Team/Activity

If a student and their parent/guardian wish to appeal the suspension, they must do so in writing to the Co-Curricular Administrator within two school days of notice of the suspension decision. The Co-Curricular Administrator will conduct an investigation as they deem advisable and render a decision, in writing, to the student and their parent/guardian within three school days, when possible.

If the student and their parent/guardian are dissatisfied with this decision, the decision may be appealed in writing to the Principal within two school days. The Principal will conduct whatever investigation they deem advisable and render a decision, in writing, to student and their parents/guardian within a reasonable time. The Principal’s decision is final.

Clubs

Portland High has a diverse offering of student clubs and student government opportunities. Students are highly encouraged to get involved in life at PHS through the various extra-curricular clubs. For a complete list of clubs, activities, and contact information, please call the Co-Curricular Administrator at 874-8257 or visit the school’s website at http://portland.portlandschools.org/.
**Athletics**  
Portland High School encourages all students to select and try out for one or more of our athletic teams. Each student must complete an athletic packet covering information regarding physical examinations, insurance coverage, risk involved, transportation liability and other areas for sports participation. These packets may be picked up in the Main Office.

Portland High School offers competitive athletics in the following sports: baseball, basketball (boys and girls), cheerleading (fall and winter), cross country (boys and girls), field hockey, football, golf, ice hockey (boys and girls), indoor track (boys and girls), lacrosse (boys and girls), outdoor track (boys and girls), soccer (boys and girls), softball, rugby (boys and girls), swimming (boys and girls), tennis (boys and girls), wrestling, and volleyball (girls).

The guidelines for participating in competitive athletics are contained in the Co-Curricular handbook, which is available in the Co-Curricular Administrator’s office or online. All students participating in competitive athletics must sign a consent stating they understand the expectations set forth in the handbook and must complete other requirements for participation (see determining eligibility).

**Fund Raising**  
All fund raising projects are to be reviewed and approved by the administration.

**NCAA Clearinghouse**  
Athletes planning to compete in Division I or Division II college athletics must register for the NCAA Clearinghouse. To do so, complete the online form at: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or call the NCAA publications hotline at (800) 638-3731 and ask for a free copy of the “Guide for the College-Bound Student-Athlete” which contains the registration forms and a Clearinghouse brochure. This guide can also be viewed online.

**Dances**  
A school dance is a school-sponsored activity; therefore the same school behavior policies must be observed. Dances are held periodically throughout the year. These social events are popular with students and are a lot of fun. Some dances/homecoming/proms sell out, as attendance is capped due to Fire Department code. Be sure to get tickets early! Students and parents should be aware of the following dance guidelines:

- Guests may attend dances only when accompanied by a student from Portland High School.
- Prior approval from an administrator is required for all guests. Administration will call the guest’s school before approving his/her attendance. No guest may be older than 20, except for a student enrolled at PHS.
- Middle School students are not permitted to attend.
- Tickets must be purchased in advance. Tickets are **NOT** sold at the door.
- Students at Portland High School who are not in good standing will **NOT** be allowed to attend a school dance/homecoming/prom. This includes behavioral and attendance issues.
Once a student leaves the dance, they may not re-enter the building for any reason. Students must also leave school grounds.

Students may not enter dances after 8:30 p.m.

Students are expected to follow all school rules and expectations regarding behaviors.

If chaperones detect the odor of alcohol or other controlled substances, or if a student appears to be under the influence of alcohol or other controlled substances, the student will be refused entrance or removed and parents notified. Parents may pick up students involved or police may transport the student to the police station until parents can be reached to pick them up.

Violation of school dress code will result in denial of entrance into or removal from the dance.

Students are expected to be in attendance at school the day before/of the dance.

Inappropriate dancing will not be tolerated. No grinding; face-to-face dancing only. Students who fail to follow these rules will be required to leave the dance. Parents will be notified to come and pick up their son/daughter.

Equal Educational Opportunity
The Portland Public Schools are committed to the concept and implementation of equal educational opportunities, as required by federal and state laws, for all students regardless of race, color, sex, religion, sexual orientation, ancestry, national origin or disability. Students or parents/guardians should direct any questions or concerns to Mr Richard Moore, Asst HR Director, Portland Public Schools, 353 Cumberland Avenue, Portland, ME 04101, telephone: 874-8100.

Parent -Teacher Conferences
Parent Teacher Conferences are held during each semester of each school year. Specific information is sent home about the schedule which parents may access online. Parents may set up appointments for conferences at a time when the parent and teacher are available during the conference time. Parent/guardians may always request additional conference times by contacting the teacher(s).

Visitors
All Visitors to PHS. must sign in at the Main Office. All students who are shadowing must get prior approval from a PHS Administrator and from their home school. Only prospective students will be granted permission to shadow. All visitors must comply with the PHS Code of Conduct.

STUDENT SERVICES

Accidents. All accidents and or injuries must be reported immediately to the teacher, supervisor, or coach in charge of the class or activity so the proper medical attention and documentation can be provided. Parents will be notified of any accidents and student injuries.

Announcements
Daily announcements will be read during Bulldog Block. and will also be available on our website and posted in Infinite Campus.
Assemblies
Assemblies will be scheduled throughout the school year for various reasons. Some assemblies, such as the fall pep rally, are held to promote school community building and school spirit. Other assemblies are more informative and educational in focus. Students are expected to follow these rules at assemblies:

- Be on time.
- Sit with their class in assigned sections/seats.
- Be respectful and attentive to all participants and speakers.
- Remain in assemblies until the program ends.
- Food or drinks are **not** allowed in the Auditorium or Gym.
- Cell phone and headphone use are **not** permitted.

Bicycles
Students who ride bicycles to school must secure them to the bicycle rack in the back of the building in Freshman Alley or at the rack by the Elm Street Parking Garage. The school does not assume any liability for damage or theft of bicycles on school property. Any loss or damage to bikes can be reported to the School Resource Officer (SRO) Bennis. Students are strongly encouraged to register their bike’s identification number with the SRO to help with possible recovery in the event of theft.

Building Use
Students who are in the building after 2:30 P.M. should be directly supervised by an authorized adult and involved in a school-sanctioned activity. Students must be off of the front steps of the building by 2:45 P.M.

Buses
Portland High School students riding school department or METRO buses and Casco Bay Line Ferries to and from school are expected to behave in an orderly fashion. Bus drivers or Casco Bay representatives will report any inappropriate behavior to the school administration for disciplinary action. Bus Code of Conduct forms must be signed by the parents/guardians prior to students riding the bus. Students are reminded that riding a PPS, METRO bus, or the ferry is a privilege, which may be revoked for violations for the Code of Conduct.

Board Policy: NEPN/NSBA Code: JICC

Cafeteria
While in the cafeteria, students are expected to conduct themselves in a manner that respects the rights of others. Students are responsible for removing their own trays, following the recycling guidelines and leaving a clean table and floor. Any students caught stealing food from the cafeteria will be subject to discipline that may include suspension and possible prosecution. During lunch, students must be in one of the cafeterias or off campus unless they have a pass from the library, nurse, or a teacher. Students are not permitted to eat lunch or loiter elsewhere in the building during lunches. PHS recycles and we encourage student and staff participation in recycling waste.

All students are eligible for a **FREE breakfast**. Lunch meal cost is $2.95 or **free or reduced price for eligible students**. Breakfast is available from 7:15 to 7:55 and during the 10 minute break between Block 1 & 2. There are 2 lunch times; 1st lunch is from 10:40 to 11:10 and 2nd lunch is 12:00
- 12:30. **All** students will enter their ID # at the register for breakfast and lunch. Students and staff are **NOT** allowed to charge items but may add credit to their accounts for future use.

**Lunch Privilege**

Students have open campus privileges during lunch. Students may leave campus to access another lunch option of their choice. Students are reminded that school rules apply and misconduct at these venues may result in loss of privileges or police intervention.

If students remain at PHS for lunch then they must remain in one of the cafeterias or in freshman alley. Students are not permitted in any other part of the building without prior permission.

**Interpreter/Translation**

PHS recognizes the special needs of students and parents who are deaf or hard-of-hearing, and of our linguistic and cultural minority families who are limited English proficient (LEP). In order to ensure equal access to public education, Portland Public Schools is committed to providing access to interpreter and translation services during school hours for all students and/or family members who have legal access to the student(s) and who need such services for school business.

**The Portland High School Library**

“A dynamic environment for the PHS community to read, research, learn and develop 21st century skills.”

Resources and online help is available through the library website 24/7 at [http://staff.portlandschools.org/nicks/Ms._Nick/Welcome.html](http://staff.portlandschools.org/nicks/Ms._Nick/Welcome.html) OR the shortcut [http://goo.gl/eGMtO](http://goo.gl/eGMtO)

Scan the QR code with your Smartphone to go directly to the website.

Passwords for online resources are available from Ms. Nick.

The PHS Library is open from 7:15-2:45 every day except early release Wednesdays. Students may access the library and computers before or after school, during study halls with a pass from the library, class with a pass from the teacher, or with a class for a project. Student expectations are posted in the library and on the library website.

The PHS Library program offers a variety of services to students and faculty, all of which support the needs of the 21st Century Learner and are integrated into the Common Core Standards. These services include lessons and assistance with the following: the research process of locating, evaluating, and processing digital and print text, creating works cited pages, writing papers or creating 21st century products, problem solving technology issues, printing, photocopying, recommending and locating reading materials, and finding the answers to other questions you might have. The PHS Library is here for YOU, so please stop in for a visit and check it out.

**Lockers**

Lockers are available for students and **one** will be assigned upon request. Only locks provided by the school may be used and these are obtained through the main office. A $5.00 deposit is required to rent a lock and is refundable when the lock is returned. All other locks will be removed. Students need to remove locks at the end of each school year and keep them until the next school year. Students are to
clean out their lockers before the last day of school each year. Any items left in the lockers will be disposed of. Lockers are the property of PHS and can be searched at any time.

**Elevators** Elevators are available for students/staff as needed. If you should require the use of the elevator see Cathie Martin in the main office. A $5.00 deposit is required to obtain a key and will be returned to you once the key is returned. Other students are not allowed to ride the elevator with you unless they are carrying items for you.

**Special Education/504**
The Portland Board of Education has adopted a complete set of policies related to special education services. If you need more information, please contact Principal Sheila Jepson, your child’s teacher or guidance counselor. Referrals for special education may be made at the school. Any student who has a disability or a mental or physical impairment which substantially limits a major life activity may be referred for services under section 504.

**Students transferring to Portland**
Parents/guardians of students transferring to Portland from outside the school system are required to complete a Registration packet online and to provide all required documentation.

**Students transferring out of Portland or to another Portland school**
Parents/guardians who move out of town or to a non-PPS school are required to complete a registration packet at the new school. The Portland school office will then send the student’s educational records to the new school. All library books, textbooks, and other school property assigned to the student must be returned before the student transfers or the parents/guardians will be billed for them. In order to make the transition as smooth as possible, we request that parents/guardians notify the school office of a transfer at least one week in advance.

Students wishing to transfer between Portland High Schools have the opportunity to do so during the summer months. Students will be asked to fill out the MPA Transfer Eligibility form. A student transfer between the high schools during the school year requires administrative approval from both high schools.

**Parent Connections**
PHS is very grateful for the support and collaboration from its parents. Parent Connections is a weekly online communication that lists upcoming PHS activities and announcements. To get emails regarding events, general information and volunteer opportunities, please contact Alison Andreasen at andreaa@portlandschools.org

**Peer Tutoring**
Peer tutoring matches student tutor volunteers with students who have been referred or requested assistance in specific subjects. Peer tutoring occurs during study halls, Bulldog Block time, and/or after school.
Portland Mentoring Alliance Program

The Portland Mentoring Alliance matches adult volunteers with students who have requested a mentor. The program focuses on creating a supportive mentoring relationship that supports academic success, post-secondary planning, and socialization as experienced in a one-on-one relationship. A mentor serves as a consistent, reliable role model and a trusted friend to a student. The relationship provides the mentor an opportunity to share professional and personal interests and provides the student college/career guidance. A mentor meets with their mentee for a minimum of one hour per week for one school year. See the Portland Mentoring Alliance Program Coordinator, Ms Alexis in Room 109, if you are interested in learning more or applying for a mentor.

School Counseling Services

PHS school counselors provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. School counselors are a vital link to the academic, career and social development for all students and provide support to students through classroom guidance lessons, small group sessions, individual meetings, consultation with parents and teachers and through collaboration with other community resources. School counselors advocate for the needs of all students by providing guidance and support to maximize each student's potential and academic achievement. The needs of students are best served with a partnership between school, home, and community.

- Johannah Burdin, Guidance Counselor         Grade 9-12   A-De
- Theresa Laplante, Guidance Counselor        Grade 9-12   Di-J
- Sue Mullen, Guidance Counselor & Director   Grade 9-12   K-O
- Marisa Emerson, Guidance Counselor          Grade 9-12   P-Z

School Nurse

The nurse is available on a regular schedule to assist students with their health needs and to answer health-related questions. The school nurse, Laura McNeill, can be reached at 874-8250 x 7438.

Health Screenings and Physical Examinations

Students must have a physical examination every two years in order to participate in school-sponsored athletic programs. Evidence of a physical exam must be signed by a healthcare provider and given to school staff before a student will be allowed to participate. Physical examinations can be scheduled at the Portland High Student Health Center through the school nurse. Vision screening is done in grades 9 and 11. Vision or hearing screening may be conducted at the request of staff, students, or parent/guardians.

Immunizations

Maine law requires all students to receive the following immunizations: four polio (one after the first birthday), five DPT (diphtheria/pertussis/tetanus) or DT, two German measles/rubella, mumps, and measles. Students must also provide documentation of chicken pox disease (varicella) or immunization from their health care provider. Students may be exempted from this requirement due either to a physician’s statement that one or more of the immunizations would be medically inadvisable, or to a parent’s or guardian’s statement in writing that the family is opposed to immunization given its sincere religious, moral, or philosophical beliefs. However, both the superintendent and public health officials retain the right to exclude from school any student who has
not been immunized and who poses a danger to the health of others (e.g. one who has contracted a communicable disease).

**Board Policy: NEPN/NSBA Code**

**Medication** If a student is required to take medication during the school day then parents/guardians are required to contact our school nurse to complete all necessary paperwork and procedures. “Administration” means the provision of prescribed medication to a student according to the orders of a healthcare provider. A student with asthma, severe allergies and diabetes may carry and self-administer medications necessary for the treatment of that condition. The medications must be prescribed and approved for independent use by a healthcare provider. All medical needs must be documented and properly monitored by our school nurse.  

**School-Based Health Clinic**

The School-based Health Clinic, operated by the City of Portland, is located on the ground floor of PHS. Services offered at the Health Center include treatment of acute health conditions (i.e. sore throat, rash), management of chronic conditions (asthma, acne), testing and treatment of sexually-transmitted infections, birth control including annual exams, physical exams, sports physicals and immunizations. Physicians, Nurse Practitioners, Dentists and a Clinic Assistant are on staff.  

**To be seen at the School-based Health Clinic the student must have:**
- A signed parental permission
- A scheduled appointment made by the PHS school nurse

The School-based Health Clinic phone number is **756-8418**.

**School Resource Officer (SRO)**

At PHS we have a full time Portland Police Department School Resource Officer, (SRO). Officer Michael Bennis will be on duty during the school day. The SRO helps to maintain safety in the building, provide police intervention when needed, and serves as an educational resource. Students and parents are welcome to meet with Officer Bennis by appointment. Contact Carol Tomshick at 874-8250 to make an appointment.

**Social Workers**

Social Workers counsel referred students and their families and coordinate services in the school and community. Concerns addressed include academic, attendance, social, emotional and personal issues.
- Ms. Sophie Payson – Grade 9 - 12 A-J, 874-8250 x7439
- Ms. Katie Small – Grade 9 - 12 K-Z, 874-8255 x7529

**Use of Physical Restraint and Seclusion**

The School District has adopted a policy and procedure to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined in the policy, may only be used as an emergency intervention when a student’s behavior presents an imminent risk of injury or harm to the student or others. Physical restraint is defined as an intervention that restricts a student’s freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily. Seclusion is defined as the involuntary confinement of a student alone in a room or
clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student. The policy sets forth specific examples of what does not constitute physical restraint and what does not constitute seclusion. The accompanying procedure defines important terms such as emergency, imminent risk of injury or harm, dangerous behavior, and serious bodily injury. The procedure describes permitted and prohibited uses of physical restraint and seclusion, monitoring obligations, and sets forth notice and reporting requirements.

Refer to School Board Policies JKAA and JKAA-R.
Refer to Maine Department of Education Rule Ch. 33.
LINK: www.portlandschools.org/board of education/board policies/Book J - Students

**Parent/Legal Guardian Complaint Procedure**
A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent/designee as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint. **NEPN/NSBA Code JKA**

**Student Identification Card**
All students at PHS will be issued a METRO bus pass/card which will also serve as the school identification card. The METRO requires students to display their METRO card when using Metro Transportation. Students should also carry their card to school and to One City Center. ID cards can also serve as identification when taking standardized tests. METRO will replace lost ID cards once for Free then there will be a $5.00 fee for each additional replacement card.

**Student Records Access**
The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.
A. Inspection & review of educational records
B. Request an amendment of the student’s education records to ensure they are not inaccurate, misleading, or in violation of the student’s right to privacy.
C. Consent to disclosure of educational records, except in circumstances as permitted by law.
D. School officials with legitimate educational interests may disclose to school officials with a “legitimate educational interest.”
E. Military Recruiters/Institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students.
F. Complaints regarding school department compliance with FERPA who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. **Board Policy: NEPN/NSBA Code: JRA**
TELEPHONE NUMBERS FOR TEENS
FOR GENERAL RESOURCE INFORMATION REGARDING RESOURCES FOR STUDENTS & FAMILIES, YOU CAN CALL: 211ME OR E-MAIL 211ME.ORG

Scarborough Human Resources……………………………………………………….730-4025
For kids who qualify for General Assistance funds in need of emergency housing:
Teenagers in Crisis…………………………………………………………………….774-HELP (4357)
Family Crisis Services……………………………………………………….874-1973 or …………………1-800-537-6066
Kids First (Divorce Support Services)……………………………………………..761-2709
Ingraham-Cumberland County Crisis Response…774-HELP (4357) or …774-0700(TTY)
Proud Rainbow Youth of Southern Maine…………………………………………..847-1030 x403
Sexual Assault Response Services……774-3613 or ………1-800-313-9900 (24 hr. hotline)

Alcohol and Other Drugs
Al-Anon, Statewide Listing…………………………………………………………1-800-498-1844
ME Tobacco Helpline………………………………………………………1-800-207-1230
Narcotics Anonymous……………………………………………………….1-800-974-0062
Poison Control Center………………………………………………………….1-800-222-1222

Abuse and Neglect
Adult & Child Abuse-Neglect…………………………………………………………1-800-452-1999
Children & Family Services………………………………………………………..207-624-7900
The Department of Human Services is mandated by the State to investigate reports of child abuse and neglect, and if necessary, remove children from homes and place them in foster care pending court action.
Dept. of Human Services (AFDC, Food Stamps, Etc.)….822-2000 or ….1-800-482-7520
Domestic Violence Hotline…………………………………………………………1-800-799-7233

Eating Disorders
Mercy Hospital Eating Disorders Program….879-3795 or…………………1-800-293-6583

Running Away
National Runaway Switchboard…………………………………………….1-800-786-2929
Crisis Services……………………………………………………………………….1-888-568-1112
Ingraham-Cumberland County Crisis Response…774-HELP(4357) or ……………774-0700(TTY)

Suicide and Depression
Center for Grieving Children………………………………………………………..207-772-5216
Ingraham-Cumberland County Crisis Response…………………………………..774-HELP(4357)
or………………………………………………………………………..774-0700(TTY)
Sweetser Children’s Services………………………………………………………..1-800-434-3000
Community Counseling Center…………………………………………………..207-874-1030
Outpatient Mental Health Referrals (MMC Outpatient Services)……………….207-761-6644

Work Permits Any student under the age of sixteen must obtain a work permit prior to employment. You must have the “promise of a job” prior to the paperwork being filled out. Paperwork for a work permit is in the Guidance Office.
**STUDENT RIGHTS & RESPONSIBILITIES**

The PHS community believes mature, responsible behavior is fundamental to maintaining a safe environment, which encourages learning and respect for self, for others and for the community. Students are expected to behave as responsible school citizens and to differentiate between inappropriate and appropriate behavior at school and at all school-sponsored or related activities. Students are held accountable for inappropriate behavior and are advised to familiarize themselves with school rules and regulations, which are in effect during the school day and at all extracurricular and school-sponsored activities. **Board Policy: NEPN/NSBA Code: JIC**

**Alcohol and Drug Abuse**

School policy prohibits anyone from selling, supplying, giving or attempting to sell any person drugs, alcohol, “look-alike” drugs or drug paraphernalia. Students are prohibited from using or being under the influence of drugs or alcohol. Inhaled substances such as glue, aerosol paint or any other chemical substance are included in this policy. In addition, prescription medication is not to be taken without authorization of a family doctor and/or the school nurse.

Students exhibiting behaviors, which may indicate drug or alcohol possession or use, will be reported to the administration and excluded from class, instructional areas, or programs in progress. The student’s parent or guardian will be notified immediately. Any necessary medical attention will be at the parent/guardian expense. If the student appears to be dangerous to others, Police Department assistance may be requested.

Should the student not need medical attention and not present an imminent danger to herself/himself or others, the student will be released from school in the custody of her/his parent or guardian. **Board Policy: NEPN/NSBA Code: JICH-R**

**Bomb Threats**

The School Committee recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

**BULLYING AND CYBERBULLYING IN SCHOOLS**

I. Introduction

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is
conducive to teaching and learning. Bullying is detrimental to the school environment and student learning, achievement and wellbeing. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment. It is not the Board’s intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the Portland Public Schools, and the operation of the schools.

II. Prohibited Behavior
The following behaviors are prohibited:
1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who, after an investigation by the principal or designee of the Superintendent, is found to have engaged in any of the prohibited behaviors that constitutes bullying shall be subject to consequences.

III. Bullying and Cyberbullying Defined

A. “Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
   (1) Has, or a reasonable person would expect it to have, the effect of:
       (a) Physically harming a student or damaging a student's property; or NEPN/NSBA Code: JICK
       (b) Placing a student in reasonable fear of physical harm or damage to the student's property;
   (2) Interferes with the rights of a student by:
       (a) Creating an intimidating or hostile educational environment for the student; or
       (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
   (3) Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.
   (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:
1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities that the student would otherwise have access to;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property. B. “Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.
NEPN/NSBA Code: JICK

Examples of conduct that may constitute cyberbullying include, but are not limited to:
1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student’s electronic device or account to send email, text messages, instant messages (IM), or phone calls;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting an act of bullying when it is not made in good faith. IV. Application of Policy Refer to School Board Policy JICK.

Any student who has been bullied should report such occurrence immediately to an administrator. Another available resource is the School District’s Title IX Officer, Barbara Stoddard, Dir. Human Resources, 842-5331, stoddb@portlandschools.org.
LINK: www.portlandschools.org/board of education/board policies/Book J - Students
STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

1. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. a. During classes and school activities, all such devices must be turned off and out of sight. b. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose. c. If this rule is violated, the teacher may immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.

2. Students may use electronic devices between class periods and during lunch periods. Cellular telephones must be kept on “vibrate” mode to avoid disrupting others.

3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.

4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms. In other locations and at times when students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.

5. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

6. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules. a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.

7. Students violating these rules will be subject to discipline, which may include: a. Not being allowed to bring electronic devices to school; NEPN/NSBA Code: JFCK PORTLAND PUBLIC SCHOOLS b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student’s disciplinary record. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.

Discipline
If it is necessary for a teacher to send a student out of class, the student must sign in at the Assistant Principal’s Office and wait to see the Assistant Principal. Failure to report promptly will result in further consequences. After consulting with the student and teacher, the Assistant Principal will take whatever necessary actions she deems necessary.

Detention
Students who violate any of the rules and policies in this handbook may be subject to detention at the discretion of a teacher, administrator, or administrative designee. These violations include, but are not limited to, unexcused tardiness and class cuts. For teachers’ detentions, the length of time may vary. Office detentions are held after school Monday, Tuesday, Thursday, and Friday for approximately one
hour. Typically, each detention is a quiet study in a designated room. Students assigned detention should bring homework or other academic activities to work on. A student who fails to serve detention or who disrupts a detention session will be subject to further discipline. If a student cuts a detention, they will be given an additional detention and if these detentions are not served they will be suspended the next school day. We will excuse a student from detention only when we receive a note or other notification from a guardian or parent no later than 2:00 P. M. on the day scheduled for detention. 

Work, not having a ride, clubs, or sports are not acceptable reasons for missing a detention. We shall reschedule an excused detention for the next scheduled detention. If you miss a detention with no prior communication with an AP you will automatically receive an additional detention. Detention will be held in room 323 directly after school.

**Infractions for Detentions**

Below are minimum consequences for each behavior which reflect, school, bus stop, transportation, school related activities. Administrators reserve the right to jump disciplinary levels based upon the severity of the behavior, circumstances, district policy, and/or previous violation. The Portland Police Department will be notified when appropriate, in accordance with established procedures.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive/Vulgar/Obscene language (casual use)</td>
<td>Absence-Unexcused</td>
</tr>
<tr>
<td>Academic Dishonesty/Cheating</td>
<td>Bus Misbehavior</td>
</tr>
<tr>
<td>Computer/Electronic Misuse</td>
<td>Cutting Class</td>
</tr>
<tr>
<td>Defamation</td>
<td>Destruction of Property/Vandalism</td>
</tr>
<tr>
<td>Disrespect toward staff</td>
<td>Disruption, classroom/school/cafeteria</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Excessive tardies</td>
</tr>
<tr>
<td>Failure to serve assigned consequences</td>
<td>Intimidation</td>
</tr>
<tr>
<td>Food Throwing/Littering</td>
<td>Inappropriate physical contact</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Leaving School grounds without permission</td>
</tr>
</tbody>
</table>

**STUDENT DRESS CODE**

The responsibility for the dress and appearance of students shall rest with individual students and parents. For health and safety reasons, students are required to wear shoes or other footwear while at school or participating in school-sponsored co-curricular activities, with the exception of activities that require students to be barefooted (e.g., swimming).

Schools may prohibit dress which causes a material and substantial disruption to the learning process but may not impose limitations on dress in which fashion or taste is the sole criterion. Schools may prohibit articles of clothing that cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture.
Schools may require the wearing of specialized clothing or shoes, protective eyewear, or other items of dress for health or safety reasons (e.g., hair nets or caps where long hair may impose a health or safety threat near open flames, moving machinery or in food classes, or specialized footwear for certain extracurricular activities). Each school will make provisions for notifying students of these rules.

Adopted: November 28, 1984 Revised: August 26, 1992, November 6, 2002; November 1, 2006, May 15, 2018

**Due Process**

Portland High School will protect the rights of the individual by providing students with appropriate due process protection. Prior to any student’s suspension, unless a student's continued presence might endanger persons or property or threaten to disrupt the academic process, the student will be provided with oral or written notice of the violation, an explanation of the reasons for the suspension if the violation denied, and an opportunity to present the student's version of the incident.

**DISCIPLINARY LEVELS**

**LEVEL 1** Disciplinary Action ranges from a warning to detention and may include loss of privileges.

**LEVEL 2** Disciplinary Action ranges from detention to suspension, alternatives to suspension, and may include parental conference and loss of privileges.

**LEVEL 3** Disciplinary Action ranges from alternatives to suspension, suspension to expulsion and may include an assessment by a qualified professional. A parental conference is required at this level.

**Note:** Referrals to the Student Assistance Team (SAT) including social work intervention will be made when appropriate.

The Portland Police Department (SRO) will be notified when necessary, in accordance with established procedures.

**Glossary of Offenses**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>DEFINITION</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence-Unexcused</td>
<td>An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.</td>
<td>Level 1</td>
</tr>
<tr>
<td>Arson/Fire</td>
<td>Attempting to, aiding in, or setting a fire in a building or to other school property.</td>
<td>Level 3</td>
</tr>
<tr>
<td>Assault</td>
<td>Severe aggressive physical contact with another person.</td>
<td>Level 3</td>
</tr>
<tr>
<td>Bomb Threat/False Alarms</td>
<td>Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.</td>
<td>Level 3</td>
</tr>
<tr>
<td>Misbehavior</td>
<td>Description</td>
<td>Level</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Bus Misbehavior</td>
<td>Any violation of school system policy or bus driver rules or occurring on a school bus. All school rules apply while on any transportation provided by the school.</td>
<td>1-3</td>
</tr>
<tr>
<td>Cheating/Academic Dishonesty</td>
<td>Copying, plagiarizing, altering records, or assisting another in such actions.</td>
<td>2 and academic penalties.</td>
</tr>
<tr>
<td>Computer/Electronic Communication Misuse</td>
<td>Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, including accessing inappropriate websites, misuse of a website, internet/intranet account or resource, or vandalism (See Policy INJBD-R).</td>
<td>1-3</td>
</tr>
<tr>
<td>Cutting class</td>
<td>Unexcused absence from a class or school activity.</td>
<td>1-2</td>
</tr>
<tr>
<td>Defamation</td>
<td>False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the group.</td>
<td>2-3</td>
</tr>
<tr>
<td>Destruction of Property/ Vandalism</td>
<td>Damage, destruction, or defacement of property.</td>
<td>3</td>
</tr>
<tr>
<td>Discrimination</td>
<td>Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.</td>
<td>2-3</td>
</tr>
<tr>
<td>Disrespect Toward Adults</td>
<td>Inappropriate comment, communication or physical gestures to staff members or other adults in the school community.</td>
<td>2-3</td>
</tr>
<tr>
<td>Disruption, classroom</td>
<td>Behavior that interferes with the learning of others and/or the teaching process.</td>
<td>1-3</td>
</tr>
<tr>
<td>Disruption, school</td>
<td>Behavior that interferes with the safe and orderly environment of the school or school activity</td>
<td>2-3</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Wearing clothing or a mode of dress that attracts undue attention, creating a disruptive influence on the school or affects the health or safety of others.</td>
<td>1-3</td>
</tr>
<tr>
<td>Drug Violation/inc. Alcohol</td>
<td>Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, alcohol, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes and substances represented as controlled dangerous substances or drug paraphernalia.</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Devices - (unauthorized use of)</td>
<td>Use of an electronic device that disrupts the learning environment or process, inc. CD players, cell phones, radios, games, pagers, etc.</td>
<td>2-3</td>
</tr>
<tr>
<td>Extortion</td>
<td>The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat.</td>
<td>2-3</td>
</tr>
<tr>
<td>Failure to Serve Assigned Consequences</td>
<td>Failure to serve teacher or office detention, suspension, or other assigned consequences or disciplinary action.</td>
<td>1-2</td>
</tr>
<tr>
<td>Fighting</td>
<td>A confrontation with physical contact involving two or more students.  Inc. wrestling, horseplay or roughhousing.</td>
<td>2-3</td>
</tr>
<tr>
<td>Fireworks or Explosives</td>
<td>Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.</td>
<td>3</td>
</tr>
<tr>
<td>Food Throwing/Intentional Littering</td>
<td>Intentionally leaving trash or throwing food at someone or something.</td>
<td>1-2</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Level</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Forgery</strong></td>
<td>To use, make or reproduce another's signature for deceptive purposes.</td>
<td>Level 2-3</td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td>Wagering money or property.</td>
<td>Level 1-3</td>
</tr>
<tr>
<td><strong>Harassment/Bullying/Cyber bullying</strong></td>
<td>A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be (or which a reasonable person would perceive as) ridiculing or demeaning. Behavior can range from teasing, put downs to repeated intimidation.</td>
<td>Level 1-3</td>
</tr>
<tr>
<td><strong>Hazing</strong></td>
<td>Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.</td>
<td>Level 3</td>
</tr>
<tr>
<td><strong>Inappropriate physical contact</strong></td>
<td>Physical contact that is unsafe, unwanted, or is disrespectful of others.</td>
<td>Level 2-3</td>
</tr>
<tr>
<td><strong>Indecent Exposure</strong></td>
<td>Intentional exposure to sight of the private parts of the body in a lewd or indecent manner.</td>
<td>Level 2-3</td>
</tr>
<tr>
<td><strong>Intimidation</strong></td>
<td>Engaging in actions or statements that put an individual in fear.</td>
<td>Level 2-3</td>
</tr>
<tr>
<td><strong>Leaving School Grounds Without Permission</strong></td>
<td>Leaving school grounds or being in an unauthorized area during regular school hours without notifying the front office and without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.</td>
<td>Level 1-2</td>
</tr>
<tr>
<td><strong>Non-compliant Behavior Toward Adults (Insubordinate)</strong></td>
<td>Refusing to follow reasonable directions of teachers, staff, administration or other district personnel, including failure to identify self.</td>
<td>Level 1-3</td>
</tr>
<tr>
<td><strong>Physical Attack on Students or Others</strong></td>
<td>Aggressive action, with physical contact, directed at an adult, student, or non-student on school grounds or at a school-sponsored event.</td>
<td>Level 3</td>
</tr>
<tr>
<td><strong>Profanity/Abusive/Vulgar/Obscene</strong></td>
<td>Using vulgar or abusive verbal or non-verbal communication, inc. swearing, cursing.</td>
<td>Level 1-3</td>
</tr>
<tr>
<td><strong>Sexual Activity</strong></td>
<td>Behavior of a sexual nature including consensual sexual activity and/or possession of pornographic materials.</td>
<td>Level 1-3</td>
</tr>
<tr>
<td><strong>Sexual Harassment</strong></td>
<td>An unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.</td>
<td>Level 3</td>
</tr>
<tr>
<td><strong>Tardiness</strong></td>
<td>Lateness to school or class or other assigned activity.</td>
<td>Level 1-2</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td>Taking or obtaining property of another without permission or knowledge of the owner.</td>
<td>Level 2-3</td>
</tr>
<tr>
<td><strong>Threat to Staff Members, Physical</strong></td>
<td>Aggressive action with physical contact directed at a staff member while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.</td>
<td>Level 3</td>
</tr>
<tr>
<td><strong>Threat to Staff, Verbal</strong></td>
<td>Expression, conveyed by word or action, of intent to do physical harm to a staff member.</td>
<td>Level 3</td>
</tr>
<tr>
<td><strong>Tobacco Use/Possession</strong></td>
<td>Possession or use of any tobacco or tobacco products, associated paraphernalia, including possession with the intent to sell, give, deliver, or distribute.</td>
<td>Level 2-3</td>
</tr>
</tbody>
</table>
Trespassing | Unauthorized presence on school property including while on suspension, expulsion or other restricted access directive. | Level 3
---|---|---
Truancy | Unauthorized absences for an extended period of time. | Level 1-3
Weapons Violations | Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, bullets, knives, and any implement visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon. | Level 3

**Harassment, Sexual Harassment, and Hazing**

Students are prohibited from engaging in physical or verbal harassment of and/or threats to other students or staff members. Prohibited harassment includes, but is not limited to, intimidation or disparagement on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, religion, age, or disability. Prohibited harassment includes the sort of verbal abuse (e.g., name calling, use of profanity, ethnic or racial slurs, derogatory statements addressed publicly to others) that interferes with an individual student’s education or the educational purposes of the school. **Refer to School Board Policies ACAA, ACAA-R, and ACAD.**

Sexual insults, name-calling, off-color jokes, intimidation by words or actions, offensive touching, pressure for sexual activity, unwelcome sexual advances, requests for sexual favors, and gestures and comments of a sexual nature are prohibited and will be construed as sexual harassment. Non-consensual touching, including physical fighting, will be construed as assault and battery. Disciplinary action for acts of harassment, hazing, assault and battery may include suspension or expulsion. Any student who is harassed, hazed, assaulted, or battered should report such occurrence immediately to an administrator. Another available resource is the School District’s Title IX Officer, Barbara Stoddard, Dir. Human Resources, 842-5331, stoddb@portlandschools.org.

**LINK: www.portlandschools.org/board of education/board policies/Book A - Foundations and Basic Commitments**

**Tobacco Use**

It is against the law for individuals under the age of eighteen to possess or use tobacco products including vaping products, lighters and/or matches. There is to be no smoking or use of any tobacco products, lighters, and/or matches in the school building or on the school grounds, including all entrances and outside steps, within a 200-foot perimeter of the school building. Any student found smoking or in possession of tobacco products will be subject to suspension. Electronic Cigarettes: the use of electronic cigarettes is prohibited in the building and public areas in and around the high school.

**Personal Property**

The Portland Public Schools are not responsible for safeguarding student’s personal property including musical instruments, cell phones, iPods’, money, clothing, jewelry, skateboards, and collectibles.
Students should refrain from bringing to school items of significant value, especially those which are unnecessary for instructional purposes.

**Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place if such conduct directly interferes with the operations, discipline or general welfare of the school:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, firecrackers, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nunchucks, and symbols of hate;

B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition, (e.g. matches, lighters), file’s, tools of any sort and replicas of weapons (including toys);

C. Violent or threatening behavior, including, but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threat of bodily harm, bomb threats);

D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate or harass others or which tend to incite violence and/or disrupt the school program;

E. Willful and malicious damage to school or personal property;

F. Stealing or attempting to steal school or personal property;

G. Lewd, indecent or obscene acts or expressions of any kind;

H. Violations of the school committee’s drug/alcohol and tobacco policies;

I. Violations of state or federal laws;

J. Any other conduct that may be harmful to persons or property.

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with applicable state and federal laws.

**Search and Seizure**

Lockers and desks remain school property for use by individual students and may be subject to periodic general searches by school officials, no expectation of privacy. School officials; may also search students’ wallets, purses, cell phones, backpacks and pockets (emptied by the student), and automobiles when they have a reasonable suspicion that the search will reveal evidence that the student has violated school policies or rules. Searches which disclose evidence that a student has violated board policies or school rules will receive disciplinary action in accordance to PPS policy. Evidence of violation of federal/state laws may be forwarded to law enforcement authorities for possible investigation/prosecution.
**Suspension**

State law authorizes a school district to suspend a student up to 10 days “for infractions of school rules.” In assigning suspension, an administrator weighs the right of a student to attend school against the rights of other students and staff members to a safe and orderly school environment, conducive to learning. When school rules are broken, it detracts from a safe and orderly school environment conducive to learning, and interferes with the education of other students.

District policy requires that a student be informed orally (including telephone) or in writing of the charge against him or her and the basis of the charge. The names of witnesses or plaintiffs need not be revealed at this time. Before suspending a student, an administrator shall provide the student an opportunity to tell his or her side of the story.

If the presence of a student in school poses a continuing danger to persons or property or a continuing threat of disrupting the academic process, an administrator may immediately suspend a student and comply with the procedure for suspension in the immediate future. After suspension, the administrator shall promptly notify the superintendent and the student's parent(s) or guardian(s) of the suspension. The superintendent shall report the suspension to the Portland Board of Education. Either the School Board or the superintendent may reinstate the student.

Board of Education policies on Student Discipline (JK), Student Suspension (JKD), and Expulsion of Students (JKE) may be found in the Policy book and on the Community section of the Portland Schools website: [www.portlandschools.org](http://www.portlandschools.org).

**Suspension Protocol**

If you are suspended from school the following rules will need to be followed. Please note that any suspension from school will be communicated to college(s) you are applying to.

- Will not attend any school functions including co-curricular events
- Will be allowed to make up class work
- Will meet with the designated Assistant Principal as part of re-entry into school

**Other Prohibited Behaviors**

Students will be subject to discipline, including suspension or expulsion, for the following infractions:

- Fighting, Cheating, Theft, Forgery, or Hazing
- Damaging school property or personal property
- Defying the authority of school department employees, providing false information to a school employee, or failure to provide correct name when asked by staff
- Setting off false fire alarms or making a bomb threat
- Forming or participating in a secret society
- Wearing bandanas or other gang-affiliated clothing
- Violating any public criminal or civil laws
- Profanity or disrespectful language
- Card playing and Gambling
- Any other behavior which disrupts the educational process or infringes on the safety of self or others
Weapons/Violence/School Safety

The Portland Board of Education believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. School staff is required to report immediately incidents or prohibited conduct by students to the Principal for investigation and appropriate action.

Administrators reserve the right to determine consequence levels based upon the severity of the behavior, circumstances, district policy, and/or previous violations. The Portland Police Department will be notified when appropriate, in accordance with established procedures.

Technology

Computer & Internet Use

The Portland Public Schools’ computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying rules. Compliance with the Portland Public Schools’ policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited.

The building administrator shall have the final authority to decide whether a student’s computer privileges will be altered, based on the circumstances of the particular case. Violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Portland Public Schools’ computers remain under the control, custody and supervision of the district at all times. The Portland Public Schools monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

The Portland Public Schools utilize filtering technology designed to block materials that are obscene or harmful to minors and child pornography. The Portland Public Schools take precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents/legal guardians should be aware that the Portland Public Schools cannot reasonably prevent all instances of inappropriate computer use by students that may violate Committee policies and rules, including access to objectionable materials and communication with persons outside of the school.
Students and parents/legal guardians shall be informed of this policy and the accompanying rules through handbooks, the district and school web sites and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit’s computer system may be implemented by the Superintendent, consistent with Committee policies and rules.

**Computer/Laptop Use**

All students using the PPS network and PPS computers will abide by the computer use policies. There are two fundamental rules:

- When a student is assigned to use a school computer, the student is responsible for its care and security at all times.
- Students will be given a school email which will be used responsibly and will be monitored.

At school, computers should only be used for educational purposes. Failure to comply with the “Acceptable Use and Internet Safety Policy” may result in denial of computer access. (A full text version of this policy can be viewed at: http://portlandschools.org).

Students agree to not only follow the rules of this policy, but also to report any misuse of the network.

Network and Internet access is provided as a tool for learning consistent with the educational goals of the Portland Public Schools. The Portland Public Schools reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of school computer, the computer network and Internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Portland Public Schools, and no user shall have any expectation of privacy regarding such materials.

Any user who violates this Policy may have his or her access to the computer network and Internet terminated, which Portland Public Schools may refuse to reinstate for the remainder of the student’s enrollment in Portland Public Schools. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Portland Public Schools may also take other disciplinary action in such circumstances.

Arriving at school with your computer (fully charged) is part of preparing adequately for class, part of your Habits of Work. Students who demonstrate improper stewardship of their computers (e.g.: leaving it unattended) may lose the right to use their computer for some duration of time. Repeated negligence may result in computer loss for up to a semester.
OTHER IMPORTANT INFORMATION

Emergency Management Team
Student and staff safety is a top priority for Portland Public Schools. Many preventative and crisis response measures have been put in place in our school system to provide maximum emotional and physical safety for all of our students. Portland High School has an Emergency Management Plan, following guidelines established through a joint effort of Portland’s School and Police Departments. There are two approaches Portland High School may take in the event of a crisis. A “lockdown” plan requires students and staff to seek safety in the nearest classroom and remain in the school. An “off-site evacuation” plan has students and staff exiting the building in an orderly fashion to designated locations. Plans are posted in all classrooms and practice drills are conducted during the school year.

Fire Drills
State law requires fire drills. When the fire alarm goes off, all staff and students must vacate the building in a quiet and orderly fashion. Directions for evacuations are posted in each room and office. No one may re-enter the building until an administrator directs him or her to do so. Setting off a false alarm is a violation of federal and state laws and will be reported to those agencies as well as school officials for disciplinary action.

Parking Permits
Seniors may apply for a parking permit. Sixty parking spaces are designated “permit parking only” near the high school. Applications are available in the main office.

CITY OF PORTLAND
PARKING TIPS FOR PORTLAND HIGH SCHOOL

1. There is no parking at intersections, bus stops, fire hydrants, crosswalks, No Parking areas, city lots, driveways, and Freshman Alley. Vehicles will be ticketed or towed.

2. Always Park at least:
   a. 10 feet from a fire hydrant
   b. 5 feet from both sides of a driveway
   c. 25 feet from an intersection
   d. 20 feet from a crosswalk

3. Presently, but subject to change, there is unrestricted (free, all-day) on-street parking between Elm and Pearl Streets, on Lancaster, Kennebec, and Somerset Streets, in addition to unrestricted parking on lower Chestnut Street. This means vehicles can legally park on these streets all day without paying or moving,
however overnight parking regulations still apply, as well as posted emergency No Parking for snow removal, which is rare.

4. There is parking at meters for a maximum of two hours, as long as money is put in the meters, and the vehicles move every two hours. Prolonged parking (meter feeding) at meters is prohibited and is enforced. REMEMBER: Do not feed the meters.

5. Parking within time-zoned areas is free of charge, as long as the vehicles move when the time limit is up. Vehicles that park longer than the posted time are subject to ticketing for prolonged parking. Vehicles with a PHS permit may park in the spaces signed with PHS all day.

6. Vehicle loading zones are for vehicles with commercial or combination plates only, for 30 minutes only.

7. Vehicles parked against the flow of traffic will be ticketed.

8. Hourly parking at the Elm Street Garage is $1.25 per hour and $110 per month.

9. Three or more unpaid tickets may cause the vehicle to be towed or booted. All tickets and fees must be paid to receive the vehicle back. (Checks will not be accepted at this time.)

10. To check on the number of outstanding parking tickets on a license plate, call either the Parking Division at 874-8443, or the Treasury Division at 874-8860, or check online if you wish to pay at www.portlandparkingtickets.com.

11. During winter months, to avoid being towed, please observe the EMERGENCY NO PARKING signs for snow removal. These signs are posted when the streets become too narrow for emergency vehicles to pass.
PPS/Superintendent will put out a call system which goes directly to your designated phone number. Information is also posted on the district web site at www.portlandschools.org

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Education Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. Inspection of Records
Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of $0.10 per page.

B. Amendment of Records
Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records
The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information
The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education
Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without the prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior consent must
complete the Military Recruiter/Post-Secondary Institution Access to Student Information Form provided by their child’s high school by September 15th or within two weeks of enrollment, whichever is later. Parents/eligible students may submit the form at any time during the year, but it cannot be retroactive.

3. School Officials with Legitimate Educational Interests
Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies
In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units
As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained.

6. Other Entities/Individuals
Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA
Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Complete update: May 14, 2013
Revised: November 18, 2014
If You Need Help With......

Contact

Accident Reports................................................................. Laura NeNeill, Nurse
Athletic Eligibility.......................................................Rob O’Leary, Athletic Director
Attendance (Daily).........................................................Carol Tomshick, Main Office
Attendance (Long-term absences, waivers) Assistant Principal:...Kathie Marquis-Girard Gr 9&11
or Kim Wike Gr 10&12
Change of Address.....................................................................Guidance Office
Co-Curricular Information........................................Rob O’Leary, AD
College Information / Financial Aid............................................Guidance Office
Course Selection.......................................................................Guidance Office
Daily Bulletin...........................................................................Carol Tomshick, Main Office
Discipline...Assistant Principal:...Kathie Marquis-Girard Gr 9&11...or...Kim Wike Gr 10&12
Dismissal...................................................................................Carol Tomshick, Main Office
Grade Questions.......................................................................Teacher/Counselor
Homework (Extended Illness) ...................................................Guidance Office
Honor Roll....................................................................................Guidance Office
Injury.........................................................................................Laura NeNeill, Nurse
Library.....................................................................................Librarian
Lockers.....................................................................................Carol Tomshick, Main Office
Lost and Found.......................................................................Carol Tomshick, Main Office
Lunch Assistance.................................................................Nancy McAdam, Cafeteria
Metro Assistance...................................................................Carol Tomshick, Main Office
Parking Permit (Seniors Only)...........................................Cathie Martin, Main Office
Requirements for Graduation...................................................Guidance Office
Summer School........................................................................Guidance Office
Student Schedules...................................................................Guidance Office
Textbook Fines.......................................................................Anne Marie Bryce, Main Office
Theft Reports..............................................................................Assistant Principal
Transcripts...............................................................................Guidance Office
Transferring Schools................................................................Guidance Office
Use of School Facilities.........................................................Anne Marie Bryce, Main Office
Use of Auditorium......................................................................David Smith

Work Permits (under age 16). ......................................................Guidance Office
SCHOOL SONGS

THE BLUE AND WHITE
“School Song”

All honor to our Portland High,
Her glory we acclaim,
For prowess in the hall and field,
Immortalize her name;
Her friendship’s bond are welded true,
And hearts with joy unite
In pledging now the watchword tried,
“Uphold our Blue and White.”

CHORUS
Guardian tender,
Youth’s defender
Side by side
With conscious pride
To her our praise we render;
Old in story
Shrined in Glory.
Her noble name
We all acclaim
Our Portland High.

Our Portland High shall ever stand
The highest of her peers;
The loyalty and homage due
We’ll pay through all the years
United e’er by friendship’s bonds,
We’ll glory in her might,
And oft again our watchword pledge,
“Uphold the Blue and White.”

WEARERS OF THE BLUE
“Fight Song”
Portland’s sons are brave, her daughters fair,
They’re famed in song and story everywhere.
In stress of life’s endeavor
And crowned with a distinction that is rare.
Honors will not let them put away
The impulse that compels them to obey,
The joy that is supreme
Of cheering for the team
And colors we are waving here today.

**CHORUS**

Wearers of the Blue,
We are proud of you,
And expect ev’ry man to do his part,
To win is the prize that before you lies;
So be brave and strong of heart.
Harken to the call!
Keep your eye on the ball!
Let “onward” be your battle cry,
And fight for the might that will give us tonight
A victory for Portland High.

Now the team is ready on the field
Their strength in ev’ry feature is revealed;
When called upon to do,
They’ll be winning for the Blue
By onset that will make the foeman yield.
Give a rousing cheer to echo free
And rend the very air resoundingly;
To meet in friendly strife
Is the greatest joy inside,
Now cheer the boys along to victory.