

**PORTLAND
HIGH SCHOOL**



2016-17

STUDENT HANDBOOK

ALMA MATER

On old Portland's western border
Reared against the sky
Proudly stands our Alma Mater
As the years go by.

Forward ever be our watchword
Conquer and prevail
Hail to thee, our Alma Mater
Portland High, All Hail

TABLE OF CONTENTS

Academic Recognition-----	6
Alma Mater-----	2
Athletics-----	7
Attendance-----	10
Bus Conduct-----	12
Cell Phones-----	13
Checking In and Out-----	11
Credit Recovery-----	9
Detention-----	11
Dual Enrollment-----	9
Dress Code-----	12
Driver's License-----	12
Drugs & Alcohol-----	14
Electronic Devices-----	13
End-of-Course Testing -----	9
Exams-----	9
Family Life Curriculum-----	7
Fighting-----	15
Grade Classification and Grading Scale-----	6
Graduation Requirements-----	5
Hands Off-----	12
Harassment-----	15
In-School Suspension (ISS)-----	12
Insurance-----	5
Lighters and Matches-----	15
Locks and Lockers-----	12
Map of building-----	17
Medicine-----	12
Mission Statement-----	4
Non-discrimination-----	4
Off Limits-----	13
Parking-----	13
Release of information-----	5
Renaissance-----	7
Restrooms-----	14
Selling-----	14
Sickness at School-----	12
Skipping-----	11
Student Council and Class Officers-----	16
Student Rights and Services-----	4
Suspension-----	14
Tardiness-----	11
Technology and Electronic Devices-----	13
Tobacco and Electronic Cigarettes-----	15
Vandalism-----	15
Visitors-----	11
Weapons-----	15

2016-2017

PORTLAND HIGH SCHOOL

600 College Street, Portland, TN 37148 615-325-9201 www.phs.sumnerschools.org

Principal: David Woods
Assistant Principals: Allen Dyer: A-F **Counselors:** Erin Miller: A-F
Alva Hall: G-N Dana Kennedy: G-N
Robin Venable: O-Z Kim Meadows: O-Z

MISSION STATEMENT

Portland High School will strive to engage learners through unique, diverse, and differentiated opportunities, connect students to lifelong skills and trades to enhance college and career readiness, and empower students and teachers to embrace leadership and service roles in their local community.

VISION STATEMENT

Portland High School commits to graduating college and career ready students who will serve as productive citizens of the community.

Along with increasing your knowledge and developing your skills, your major responsibility while at PHS will be to respect your fellow students, teachers, and staff members. They, in return, should respect you. No individual at PHS has the right or privilege to infringe on or to deny the rights of another individual. The administration will deem what is necessary and appropriate in all matters.

This handbook has been prepared to help you get acquainted with the Panther tradition and to introduce the rules made for this school year. We hope you will become familiar with the facilities, rules, schedules, teams, and organizations and that you will make an effort to know your teachers and make new friends. By taking part in all that Portland High School has to offer, you are helping to preserve the tradition and spirit of PHS.

CONTINUOUS NOTICE OF NONDISCRIMINATION

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, katie.brown@sumnerschools.org

Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5226, shawn.curtis@sumnerschools.org

504 Coordinator:

Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, selena.elmore@sumnerschools.org

STUDENT RIGHTS AND SERVICES

For information about child advocacy groups and student rights and services, call 615-741-2851 or contact at Legal Services Division, Division of Special Education, Tennessee Dept. of Education, 710 James Robertson Parkway, Andrew Johnson Tower, 5th Floor, Nashville, Tennessee 37243-0380

RELEASE OF INFORMATION

Effective July 1, 2002, schools receiving federal funds under the Elementary and Secondary Education Act must provide to military recruiters, upon request, secondary students' names, addresses, and telephone numbers. If the custodial parents of a student would like PHS to withhold this information from the military, please make a WRITTEN request within ten days of the first day of the school year. With this request, PHS will also withhold pictures and other information from the media, school annual, and other resources that enable student identification.

INSURANCE

It is highly recommended that students participating in extracurricular activities purchase an individual plan. Insurance is not provided by Portland High School.

GRADUATION REQUIREMENTS & DIPLOMAS

For students entering high school 2009-10 school year and thereafter

As established by the Tennessee State Board of Education and the Sumner County Board of Education and with regard to graduation requirements, a high school diploma or an appropriate certificate will be awarded as described below:

- (1) The high school diploma will be awarded to students who earn the specified 26 units of credit and have satisfactory records of attendance and conduct for eight terms.
- (2) A transition certificate may be awarded at the end of the fourth year of high school to students with disabilities who have: (a) taken classes toward a high school diploma (26 units of credit); (b) have satisfactorily completed an individualized education program; and (c) have satisfactory records of attendance and conduct for eight terms. Students who obtain the transition certificate may continue to work toward the high school diploma through the end of the school year in which they turn 22 years old.

An IEP certificate will be awarded to students with disabilities who have: (a) satisfactorily completed an individualized education program; (b) successfully completed a portfolio; and (c) have satisfactory records of attendance and conduct for eight terms.

Required units of credit for students entering school year 2009-10 and thereafter are as follows:

<u>Ready Core Curriculum Units</u>	
English Language Arts	4
Mathematics*	4
Science**	3
Social Studies***	3
Wellness	1
Physical Education	0.5
Personal Finance	0.5
Foreign Language****	2
Fine Arts****	1
Elective Focus	3
<i>[Additional Sumner County Electives]</i>	<u>4</u>
Total	26

*Students who enter 9th grade in 2009-10 and thereafter shall be required to achieve, by the time they graduate, at least the following: Algebra I, Geometry, and Algebra II (or equivalents) plus one additional mathematics course beyond Algebra II. All students will be enrolled in a math class each year. Students with qualifying disabilities as documented in the individualized education program may take Algebra I-A, Algebra I-B, Geometry A, and Geometry B for their required math classes over four years. Students who enter 9th grade having earned any high school math credits must still complete four credits in high school taking one math class per year.

**Students who enter 9th grade in 2009-10 and thereafter shall be required to achieve, by the time they graduate, at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as documented in the individualized education program shall be required to achieve at least Biology I and two other lab science credits.

***The social studies curriculum shall include United States History, World History/Geography, Economics, and Government.

***In exceptional circumstances, school may waive the foreign language and fine arts requirement for students who are not planning to attend a university to expand and enhance their elective focus. (See a Guidance Counselor for more information.)

SUMNER COUNTY ACADEMIC RECOGNITION

For students entering high school 2009-10 school year and thereafter

<u>4 Tiers of Recognition</u>	<u>Cumulative GPA</u>	<u>Minimum Honors and AP Courses</u>
With highest honors	3.90	18
With high honors	3.70	16
With honors	3.50	14
With notable achievement	3.50	Fewer than 14

This academic recognition plan includes all courses attempted by students for all eight terms of the high school career. The GPA is based on a four-point scale with internal weighting only (three points on the final numerical grade for an honors course and five points on the final numerical grade for an Advanced Placement course).

Rank by number will be assigned only to valedictorian and salutatorian. If there is a GPA tie, the valedictorian will be identified as the student having the highest GPA coupled with the largest number of courses at the honors and AP levels. If the GPA and the number of course are tied, the individuals at this level will share rank. If no students qualify for valedictorian or salutatorian at the highest honors tier, then each successive tier will be reviewed for students with the highest GPA and, in case of a tie, with the highest number of honors and AP courses within that tier. Students other than valedictorian and salutatorian will be recognized only by the tier in which they fall, not by a specific number.

STATE GRADUATION WITH HONORS AND DISTINCTION

[R & R 0520-1-3.06]

For students entering high school 2009-10 school year and thereafter

1. Students who score at or above all of the subject area readiness bench marks on the ACT or equivalent score on the SAT will graduate with "honors."
2. Students will be recognized as graduating with "distinction" by attaining a "B" average and completing at least one of the following:
 - i. earn nationally recognized industry certification
 - ii. participate in at least one of the Governor's Schools
 - iii. participate in one of the state's All-State musical organizations
 - iv. be selected as a National Merit Finalist or Semi-Finalist
 - v. attain a score of 31 or high composite score on the ACT
 - vi. attain a score of 3 or higher on at least two Advanced Placement exams
 - vii. successfully complete the International Baccalaureate Diploma Program
 - viii. earn twelve or more semester hours of transcript postsecondary credit

STATE BOARD OF REGENTS REQUIREMENTS

English	4 Units
Visual or Performing Art	1 Unit
Algebra I & Algebra II	2 Units
Geometry	1 Unit
Natural/Physical Science	2 Units
<i>(One must be a lab science)</i>	
Social Studies	2 Units
<i>(U.S. History and World History or World Geography)</i>	
Foreign Language	2 Units
<i>(Must be the same foreign language)</i>	

GRADE CLASSIFICATION

Students are classified by grades according to the number of earned credits. In order to proceed to the next grade level, the student must have earned the minimum required number of credits as follows:

Freshman	0-5 Credits
Sophomore	6 Credits
Junior	12 Credits
Senior	18 Credits

GRADING SCALE

100-93.....	A
92 to 85.....	B
84 to 75.....	C
74 to 70.....	D
69 & below.....	F

GRADES/GPA/RANK

Grades will be reported officially to parents and students after each nine weeks of instruction. The nine week grading period will stand alone, and each marking period will be averaged as 40% of the final grade. Final exams count 20% of the final grade. Parents will be given progress reports at the mid-point of each nine week grading period.

The Tennessee State Board of Education has adopted this uniform grading policy for all Tennessee schools:

<u>Grade</u>	<u>Scale</u>	<u>Percentage Range</u>	<u>Weighting for Honors Courses</u>	<u>Weighting for AP Courses</u>
A	4.0	93-100	Addition of 3	Addition of 5
B	3.0	85-92	percentage points	percentage points
C	2.0	75-84	to the semester	to the semester
D	1.0	70-74	average	average
F	0.0	0-69		

PHS RENAISSANCE

Renaissance is a school improvement initiative aimed at improving school pride, attendance rates, and graduation rates. By providing rewards for positive behavior, we hope to create motivation for our student body to strive for academic excellence. Students can become members of the Renaissance Program by making all A's, all A's and B's, perfect attendance with no disciplinary issues, or by increasing their GPA by 0.5 points from one semester to the next. The program is designed in such a way that the entire student body has an opportunity to be involved and reap the benefits of its membership.

CREW

Crew is an advisory period that meets regularly in which students have an adult mentor that will follow them throughout the four years of their high school career. This mentor is in addition to their assigned administrator and guidance counselor and assists students with planning for their future and being successful in high school, academically and socially. Crew also affords the opportunity for peer mentorships

TENNESSEE EDUCATION LOTTERY SCHOLARSHIP PROGRAM AND TENNESSEE PROMISE

The Tennessee Education Lottery Scholarship and Tennessee Promise are two programs that provide financial assistance for high school graduates to continue their education at post-secondary institutions. More information about these programs can be found on the Tennessee Department of Education website or through the PHS guidance department.

FAMILY LIFE CURRICULUM

On July 1, 2012, Tennessee Legislators enacted a law that affects family life education in grades 6-12. Courses using the State Board adopted family life curriculum contain content that includes, but are not limited to: skills needed to make healthy decisions; pursuing life goals; healthy relationships; social science research supporting the benefits of reserving the expression of human sexual activity for marriage; and tools for communication with parents/guardians about personal choices. Courses that use the family life curriculum may include Health, Teen Living, Wellness, and Family and Consumer Science. The law, Title 49, Chapter 6, Part 13, states that parents/guardians may request in writing to the principal, school counselor, or instructor that the student be excluded from any portion of the family life curriculum.

PORTLAND HIGH SCHOOL ATHLETIC INFORMATION

High school athletics plays an integral role in the lives of high school students. Whether the student participates in athletics or is in the crowd displaying their school spirit by cheering on their peers and friends who are in the competition, memories are made that will last Portland High School students for the remainder of their lives. High school is a once in a lifetime time for students. Working together, students, student-athletes, parents and coaches can make this a memorable time.

In an effort to make this time the most that it can be, below is information that student-athletes need to be aware of as well as their parents. Some of the information is from Portland High School, some is from the Tennessee Secondary School Athletic Association (TSSAA), our athletic governing body and some is from the National Collegiate Athletic Association (NCAA), the college athletes governing body. Please pay particular attention to who is credited with the information. At times, Portland High School is the enforcement body for the TSSAA and NCAA.

Portland High School Student-Athletes:

- must be in attendance half of the school day to be eligible to compete in a contest that day.
- are expected to follow all school rules.
- may (pending Board approval) sign a drug consent form and be willing to be randomly drug tested to participate in Portland High School athletics.

Credit recovery information for athletes: Students and parents should be aware that if a student-athlete fails a class and enrolls in and completes credit recovery for that failed class, that credit can be recovered for high school credit and the student-athlete can get back on track for graduation. However, if the student-athlete wants to play college sports, credits earned in credit recovery ARE NOT recognized by the NCAA.

Academic requirements for athletes: Student athletes are required to earn 6 credits their Freshman, Sophomore and Junior years to be eligible for athletics the following year. These credits should be earned prior to the first day of the next school year. Student-athletes who are academically ineligible in the fall semester may gain eligibility by earning 3 credits in the fall semester. Incoming freshmen are required to pass the 8th grade. Incoming freshmen are also expected to complete middle school in 3 years or eligibility their freshman year may be in jeopardy.

Residence requirements: Student athletes are required to live in the zone of the school in which they are attending per TSSAA. Once a student-athlete has attended a school and participated in any type of athletic activity, that student becomes ineligible to participate at another school for a period of 12 months, from the last date of participation, at the original school.

Physicals: Student athletes are required by TSSAA to have a current physical, with a copy of that physical on file at Portland High School. The physical must be dated after April 15 of each school year. This physical will cover the student-athlete for the entire next school year for any sport which the student-athlete participates. No student-athlete will be allowed to participate without a current physical.

Insurance requirements: Student athletes are required by TSSAA to have insurance coverage. This coverage must be maintained on the student athlete while they are participating in practice or athletic contests.

Concussion testing: Student athletes are required to be computer tested to set a baseline for concussions. This testing is to occur prior to any practices or contests. Sumner Regional Medical Center is the provider of our athletic trainer. The concussion test is administered by our athletic trainer in a computer lab at Portland High School. This test is one of the tools that will help to determine the readiness of the athlete to return to practice or competition if they are diagnosed with a concussion. Concussion testing is administered the student-athletes freshman year and junior year, as well as, after receiving a concussion. If a student transfers to Portland High School, they must be concussion baseline tested prior to participation.

LOSS OF CREDIT FOR DUPLICATE COURSE

Students must check carefully to make sure that they do not register for a course for which they have previously received credit; this is the student's responsibility. Neglect or oversight on the part of the student will result in the loss of credit.

TRANSCRIPTS

Transcripts are available by accessing our website (phs.sumnerschools.org) or in the Guidance Office. The first two transcripts are issued free of charge. For each additional transcript, there is a \$2.00 fee per transcript issued.

SUMMER SCHOOL POLICY

According to the State Rules, Regulations, and Minimum Standards, none of the fourteen required subjects for graduation shall be taken for the first time during a summer school session without permission from the principal and the Board of Education.

VIRTUAL CLASSES

Sumner County Schools offers an opportunity for students to experience individualized, online learning outside the traditional classroom environment. This opportunity is provided through GradPoint, a program of virtual classes available at all county high schools.

Virtual classes can be taken either in or outside of typical school hours. All students taking virtual classes are monitored by certified teachers and all assessments for these classes must be taken under the direct supervision of the teacher of record per district guidelines. Students are responsible for making appointments with their teacher in order to complete assessments.

Guidelines for Virtual Classes include but are not limited to the following:

- All virtual classes taken outside on the typical school day must be approved by the high school principal prior to beginning the virtual class.
 - Before beginning a virtual class, the student and parent must read and sign the Virtual Class Student Commitment.
 - Schools will code virtual classes as 'VS' on transcripts. The transcript will reflect the grade earned, and it will count in the student's GPA.
 - Students can take a maximum of two (2) virtual classes per semester while enrolled at their home school. If more than two virtual courses are desired, the student may pursue enrollment at E.B. Wilson, which would allow a student to enroll as a full-time virtual school student.
 - For purposes of ranking valedictorian and salutatorian, only classes in a student's schedule will count in the number of honors and AP credits. Hence any virtual class taken in addition to a student's normal school schedule (4 classes per semester) will not be counted in the number of honors and AP credits.
 - If a student fails a virtual class, a grade of 'F' will be recorded on the transcript.
 - Students enrolling in virtual classes are expected to adhere to the same regulations for academic integrity as other students.
 - In order to meet the requirements set by the NCAA Clearinghouse, the entire virtual class and all assessments pertaining to the course must be completed.
- See the Guidance and Counseling Department for more information.

SUMNER COUNTY MIDDLE COLLEGE

Sumner County Middle College is a partnership between Sumner County and Volunteer State Community College and is designed to give high school juniors and seniors an opportunity to receive a high school diploma while earning credits toward a college degree or exploring vocational and career options. This is also a high school for students who may better reach their full potential in a "non-traditional" school setting. In order to apply for admission to SCMC, students must meet certain criteria. For more information, see your guidance counselor.

SUMNER COUNTY MIDDLE TECHNICAL COLLEGE HIGH SCHOOL

MTCHS is designed to give students an opportunity to receive a high school diploma while earning credits that can lead to an industry certification and/or TCATN diploma. Students can enjoy a more independent learning environment with unique features from a traditional high school with a flexible, rotating, or staggered schedule. Upon earning a diploma from TCATN, students can apply their TCATN diploma for credits towards an Associate of Applied Science degree at any Tennessee Board of Regents community college. For more information, see your guidance counselor.

CREDIT RECOVERY GENERAL POLICY STATEMENT

Credit Recovery at Portland High School is a program that gives students in grades 9-12 the opportunity to regain credit in a required course that was previously failed. These credits will be recovered by showing mastery of state curriculum standards in the Plato digital curriculum. Eligible students will be allowed to work in a supervised setting before and/or after school. Upon successful completion of the Plato coursework, the student will be given a grade and receive a standard level credit for the course.

The CR grade will be recorded on the student's transcript as a separate grade but will be calculated into the student's GPA. It does not replace the "F" in the original course. For more information, see a Guidance Counselor. A fee may be required for each course attempted. (Students should go directly to the CR classroom as soon as they come on campus in the morning and go directly to the CR classroom when the afternoon dismissal bell rings. When students leave CR in the afternoon, they should exit through the CR classroom outside door and should not be in any other part of the building.)

DUAL ENROLLMENT

Dual enrollment courses are offered through Volunteer State Community College. VSCC instructors teach the courses on the PHS campus; therefore, PHS school policies apply in the Dual Enrollment courses and will be dealt with accordingly by the administration. Excessive behavior problems/violations in these courses may result in the student being removed from the course.

TN READY AND END-OF-COURSE TESTS

As of the publication date of this handbook, TN Ready or EOC tests will be administered in the following courses: Algebra I, Algebra II, Geometry, Biology I, Chemistry I, English I, English II, English III, and United States History. The test scores will count a percentage of the students' grade as determined by the TDOE.

FINAL EXAMS

Final exams will be given in all classes at the end of each term. Final exams will count 20% of the final grade and 9 week averages will count 40% each. *Students may not take exams early.* If a student is absent or plans to be absent during the exam schedule, he/she must take the exam on a date determined by administration. Students can be exempt from final exams using the following grade/attendance criteria:

"A" average with up to 3 absences

"B" average with up to 2 absences

"C" average with up to 1 absence

Half-credit courses (*Government, Economics, Personal Finance, Physical Education, Standard Psychology, Standard Sociology*) will have a 9 weeks test/exam, and students can be exempt from the 9 weeks test using the following grade/attendance criteria:

"A" average with up to 2 absences

"B" average with up to 1 absence

"C" average with 0 absences

For Honors and AP courses, the additional points (+3 for honors/+5 for AP) will be added to the student's average before determining exemption. *Any student who receives ISS or OSS will be ineligible for exam exemption.* The administration reserves the right to review any exemption to determine if extenuating circumstances exist which might alter this policy.

GRADUATION CEREMONY

In order to participate in the graduation ceremony, seniors must have all required courses completed and fees paid by the date designated by administration. Any graduating senior who is suspended out-of-school on the day of graduation will not be allowed to participate in the ceremony. Participation in the graduation ceremony is a privilege and not a right.

CHEATING POLICY

As an academic institution with high expectations, cheating of any kind will not be tolerated. If a student is suspected of academic dishonesty (cheating), the teacher will consider an alternative test or measure. If a teacher has absolute proof of academic dishonesty, the student will receive a "0" (zero) for the work and the parent will be notified. Further disciplinary action may be levied by the administration in certain instances.

ATTENDANCE POLICY FOR GRADES 9-12

Recognizing that absenteeism is a hindrance to education and that the progress of a student at school depends on the regularity of attendance, the Sumner County School Board has adopted the following rules and regulations for grades 9 through 12 based on the State Compulsory School Attendance Law. Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this law shall be guilty of a Class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

Students will be considered absent in a class if they miss more than one half of that class period. Excused absences are those absences tolerated by the school system under the law because the cause and benefits of the absence to the student as verified

by proof outweigh the benefits which would have been achieved by attending school. For absences of a full or part day to be considered excused, a written note from the parent, guardian, or a doctor must be provided. After an accumulation of five days of excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence, i.e., note from doctor, court, etc.

Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist or health agency. If the illness or hospitalization is to exceed ten consecutive days, the parent or guardian should apply for homebound instruction after the first five days of consecutive absences.
2. Death of a family member. Death of a non-family person if approved by the principal.
3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
4. Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
5. Approved school related activities. Prior approval is required.
6. Vacations/Trips with prior approval by the principal. A note from the parent/guardian shall be submitted prior to any vacation or trip. Principal approval is required. Vacations/Trips taken without prior approval will be considered unexcused.
7. Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the building principal or his/her designee.

Unexcused absences are those which are not verified or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused.

MAKE-UP WORK: Upon the first day of returning to school, it is the student's responsibility to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence

In order to meet the requirements for satisfactory attendance, a student may not miss more than FIVE days per semester. Unless an attendance hearing is requested by the parent/guardian, all absences in excess of five days in each semester (**excused or unexcused**) will result in a **loss of credit** in each class in which five absences have occurred. (Suspension days will not count against the five absences.) With the sixth absence, a student's credits will be withheld until an attendance hearing takes place to determine if absences are due to extenuating circumstances. It is the responsibility of the parent/guardian or student to contact the school two weeks before the end of the term to request a hearing with the attendance committee. The local school committee has the authority to reinstate credit if the committee finds that the attendance requirements have been met or where extenuating circumstances exist. Parents/Guardians of students who disagree with the decision of this committee may appeal to the Sumner County Attendance Review Board appointed by the Director of Schools. Disagreement with the Review Board's decision may be taken to the full Board of Education. **ALTHOUGH CREDIT MAY BE WITHHELD, THE STUDENT MUST CONTINUE TO ATTEND ALL CLASSES TO COMPLY WITH THE TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW.**

RETURNING FROM AN ABSENCE

Students are required to bring a note signed by a parent/guardian upon arriving at school after an absence or after having left school early. After 48 hours of returning to school if a note has not been turned in to the office, the absence is considered unexcused. Notes must be handwritten and signed. E-mailed notes will *not* be accepted.

ARRIVAL TO SCHOOL

Students should not arrive at the school before 7:00 A.M. since the main building will not be accessible to them. Students arriving at PHS before 7:45 A.M. are to report immediately to the gym. Car riders/drivers should not sit in their vehicles; violators will be considered "off limits." After a student arrives on campus, he/she is not to leave campus without permission from the administration and appropriately signing out.

TARDINESS TO SCHOOL/EARLY DISMISSAL

In the event a student is late, he/she **MUST** conform to the following procedure:

- a. Students reporting to school after 8:00 A.M. shall report to the attendance office window and sign in.
- b. Students will receive discipline for tardy #5 and beyond.

TARDINESS TO CLASS

When a student is tardy to 2nd, 3rd, or 4th block class, the teacher will turn in the tardy to the student's administrator. Tardiness to class is cumulative for each term, and discipline will be issued accordingly.

RELEASE DURING SCHOOL HOURS

During the school day, ALL students are expected to remain in the school building from the time they arrive on school grounds until the end of school in the afternoon. Students are not permitted to leave campus during the school day unless they have obtained permission from their parents/guardians and approval from a school administrator. Requests should not be made for early dismissal unless they are absolutely necessary. All requests should be made in writing, signed and dated by the parent/guardian with a phone number where they can be reached. Notes must be submitted to the Attendance Office before 8:00 a.m. The request will then be verified by phone before a dismissal slip will be granted. Once a student has obtained a dismissal slip, he/she must sign out in the office at the designated time of dismissal. Students found guilty of forging parent's or guardian's signatures will be subject to disciplinary action.

PLEASE NOTE THE FOLLOWING PROCEDURES/RULES CONCERNING CHECK-IN AND CHECK-OUT:

- Any student leaving school without getting permission from the attendance clerk AND signing out properly will be considered skipping.
- Students will receive discipline for unverified early dismissals beginning with early dismissal #5 and beyond.
- If a student returns to school after having checked out, he/she must sign in.
- STUDENTS ARE NOT TO CHECK OUT IN ORDER TO LEAVE CAMPUS FOR LUNCH.
- LUNCHES FROM COMMERCIAL VENDORS ARE NOT TO BE DELIVERED TO THE SCHOOL.

VISITORS

All visitors must report to the office during regular school hours. Students should not bring visitors to school including siblings and babies without permission.

HALL PASSES

Students are required to have a hall pass when leaving the classroom during class time.

SKIPPING CLASS

A student is considered skipping when he/she is not in the class/area to which he/she has been assigned by a teacher, staff member, or administrator. Students who skip class will be referred to their administrator, and discipline will be issued for each occurrence. Excessive infractions within the year may involve a disciplinary hearing and/or the student being turned in for truancy.

DETENTION

Detention will be held daily following this schedule:

7:00-7:45 a.m.– M, T, W, Th, F (Room 414)

3:10 –3:55 p.m. – M, T, W, Th (Room 414)

Students must be in the designated area on time in order to be admitted. Students MUST sign in to get credit.

***FAILURE TO COMPLETE A DETENTION WITHIN 3 DAYS
OF ISSUANCE WILL RESULT IN
ONE (1) DAY OF ISS.
Excessive detentions may result in ISS.***

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is located in Room 414. Students in ISS are given a written assignment to complete during the school day and will be given the opportunity to work on class assignments during a block of time designated by the ISS teacher. Refusal to serve the ISS will result in the student being sent home as an unexcused absence, and the student will report back to ISS the following school day and serve the ISS. ***Excessive ISS may result in OSS.***

LOCKERS AND LOCKS

Students are assigned a locker and are expected to use this same locker throughout the school year. All student lockers are subject to search by administration during the school year. Lockers should ALWAYS be locked when storing valuables. Students are encouraged to put a lock on their locker; however, the lock used must be purchased from PHS. Locks not purchased at PHS may not be used. Locks may be purchased for \$8.00 from the front office.

MEDICINE AND SICKNESS AT SCHOOL

ALL medicines must be in original containers and kept in the front office. No medicine will be dispensed to students by school officials without the proper written instruction of the parent. Students who get sick and cannot attend class must report to the office. Students are not allowed to have any medical equipment or devices at school that have not been prescribed by a doctor.

HANDS OFF

PHS adheres to the hands off policy. Physical contact is not appropriate at school and does not promote an environment in keeping with our philosophy and goals. Detentions or ISS will be issued to violators.

DRESS AND GROOMING

Students who do not follow the "Sumner County High School Standardized Dress Code" (see below) must change into appropriate clothing or be assigned ISS for the remainder of the school day.

SUMNER COUNTY HIGH SCHOOL STANDARDIZED DRESS CODE

Students are reminded that while some garments may be suitable for other occasions, they may not be deemed appropriate for school attire. When, in the opinion of the administration and staff, a student is not dressed appropriately or exhibits grooming which is considered detrimental or distracting to the educational environment, appropriate action shall be taken.

THE FOLLOWING GUIDELINES SHALL BE ENFORCED:

- No extreme hair styles or extreme hair color
- No body piercing jewelry except earrings may be worn
- Jewelry must not be distracting, disruptive, or unsafe
- No saggy/sagging pants (no flesh or undergarments should be visible between shirt/top and pants/skirt); Pants must be worn at the waist
- Skirt length or slits in skirts must not be higher than 3 inches from bend in back of knee
- Leggings allowed but only under/with a standard length dress/skirt
- Shorts (must not be higher than 3 inches from bend in back of knee) are allowed at principal's discretion. (PHS students are allowed to wear shorts year-round.)
- No cut-off sweat pants or gym/athletic shorts
- No spandex
- No form fitting/body conforming clothes or revealing necklines
- Shoulders must be covered by a 2-inch or more shoulder seam; male shirts must have sleeves
- Clothing made of sheer (see through) or fishnet material is not allowed
- No holes in clothing (cannot be covered with tape)
- No pajamas (tops or bottoms) or house shoes
- No suggestive slogans, vulgar captions, pictures of advertisements for tobacco, alcohol, drugs, or sex
- No lettering across seats of garments
- No head dress for boys or girls (unless for religious purposes)
- No tinted glasses/sunglasses unless doctor prescribed
- No clothing or articles related to gangs
- Tattoos will be handled at principal's discretion (may be asked to cover)
- No shoes with cleats or rollers
- Any other clothing/dress/attire that may distract or interfere with the learning environment or operation of the school will not be allowed at the principal's discretion

DRIVER'S LICENSE CERTIFICATION PROCEDURES

Driver's licenses and/or instructor permits for the operation of a motor vehicle for any person under the age of 18 will be denied unless the student has written certification from school officials. The certification may be obtained via our website (phs.sumnerschools.org) or from the Guidance Office during normal school hours by students who meet the compulsory school attendance policy (no more than 5 unexcused absences) and make a passing grade in at least 3 classes at the conclusion of the most recent 9 weeks. Certification forms must be shown to the DEPARTMENT OF SAFETY EXAMINER before a student can take

the drivers exam. A certificate of withdrawal will be sent to the Department of Safety whenever a student has excessive unexcused absences.

BUS CONDUCT

Transportation to and from school on buses operated by the county is a privilege. It requires that students conduct themselves properly, always obeying the instructions of the bus driver. "A student shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation" (State Rules and Regulations). PHS's policy for bus misbehavior is suspension from riding the bus.

STUDENT PARKING

In order to drive to school, students must purchase a parking permit and have a valid driver's license. *Students classified as freshmen may not drive to school.* Driving to school is a privilege, not a right. Students are not to park on the sidewalk, the grass, or in any reserved area.

PARKING POLICIES

All students parking on school grounds (which includes the gravel parking lot) will be required to purchase a parking pass for a cost of \$10.00. Parking spaces will be available on a first-come, first-serve basis, and sales will begin during One-Stop Night in July.

In order to purchase a parking pass, students must have the vehicle's registration, their driver's license, and money at the time of purchase. After One-Stop Night, parking passes will be available for purchase in the Front Office.

The parking pass MUST be placed on the rear-view mirror of the vehicle facing outward. If a student needs to change vehicles, the parking pass should be placed in the vehicle driven to school. If a student loses his/her parking pass, replacements will be sold for \$10.00. The penalty for parking on school grounds without a parking pass will be as follows:

- 1st & 2nd Offense:** \$5.00 each occurrence
- 3rd Offense:** \$5.00 & suspension of driving privileges for rest of semester

Students will have 5 school days to pay their parking fines. Failure to pay fines by the due date will result in suspension of driving privileges for the rest of the semester.

If someone parks in your assigned parking spot, then park in the gravel lot and report the parking spot number and the vehicle information to the front office.

PARKING LOT

Students are not to be in the parking lot, sit in cars, or use cars during the school day without permission. Students are to go immediately into the building after arriving on campus. Students may not move vehicles from one location to another on campus without proper authorization. Vehicles are to be parked within provided spaces and not parked diagonally. Violators may be considered "off limits" or may have their driving privileges suspended for a period of time determined by administration.

OFF LIMITS AREAS

Students are not to be outside the building or in the parking lots without permission. Students are not to be in the gym/auditorium lobby before school or during lunch. Students should remain in assigned areas at all times. Discipline for these offenses will be assigned at the school's discretion.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Students may possess personal communication devices, such as cell phones, while on school property. The teacher/administrator may grant a student permission to use a personal communication device at his/her discretion for educational purposes within a classroom setting. A device used outside these parameters shall result in confiscation of the device until such time (see time period below under "misuse policy") as it may be released to the student's parent or guardian. *A student in violation of this policy is subject to disciplinary action (see policy below).*

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action.

Students may carry cell phones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.

SUMNER COUNTY HIGH SCHOOL CELL PHONE MISUSE POLICY

1st Offense: WARNING. Phone will be turned in to the Front Office and may be picked up by the student at the end of the following school day.

2nd Offense: ONE DETENTION. Phone will be turned in to the Front Office. Phone may be picked up by the student at the end of the following school day after the detention has been served.

3rd Offense: ONE DAY OF ISS. Phone will be turned in to the Front Office. Phone may be picked up by the student at the end of the following school day after the ISS has been served.

4th & Subsequent Offenses: Student assigned consequence up to and including OSS. Phone will be turned in to the Front Office and may be held in office for an extended period of time.

Failure to turn over a cell phone or electronic device to teacher or administrator after being found to be in misuse of the policy will result in a student being assigned OSS.

PHS assumes no responsibility for cell phones or other electronic devices that are lost or stolen and encourages students to keep all valuables in a locked locker.

STUDENT DISSENT

Portland High School is an educational institution; it is not a vehicle for political or social change. Demonstrations, marches, sit-ins, or protests which disrupt normal academic and institutional pursuits will not be tolerated. Any grievance will be heard on an individual basis at any time. If students are involved in demonstrations, marches, or sit-ins at school or school-related events, the following actions will be taken: (a) students involved in the above activities will be suspended; (b) before the student is readmitted to school, his/her parent must meet with the principal on an individual basis; and (c) if the protesting students fail to leave the building and campus in an orderly manner, the police will be called to remove the person(s), and they will be charged with disturbing the peace.

RESTROOMS

Students are asked to help keep restrooms clean, safe, and smoke-free. Only one person at a time is allowed in a stall. Restrooms generally should not be used when classes are in session.

SELLING

Students should not sell merchandise during the school day that does not benefit a school related fund.

TCA 49-6-3401 SUSPENSION OF STUDENTS

Tennessee State Law

Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy
2. Immoral or disreputable conduct or vulgar/profane language
3. Violence or threatened violence against the person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to said school
5. Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated
6. Marking, defacing or destroying school property
7. Possession of a pistol, gun, or firearm on school property
8. Possession of a knife, etc. as defined in TCA 39-6-1701
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language
10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101.
11. Any other action prejudicial to good order of discipline in any public school.
12. Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Any principal/principal teacher of any public school in this state is authorized to suspend a pupil from attendance at a specific class, classes, or school-sponsored activity without suspending such pupil from attendance at school pursuant to an in-school suspension policy adopted by the local Board of Education. Good and sufficient reasons for such suspension may include, but shall not be limited to:

- A. Behavior which adversely affects the safety and well-being of other students
- B. Behavior which disrupts a class or school sponsored activity;

- C. Behavior prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus.

DRUGS AND ALCOHOL

Drugs and alcoholic beverages are not permitted under any condition. This policy covers any school sponsored or school related activity.

DRUGS - Any student in possession of illegal drugs paraphernalia designed for the use of drugs or any student suspected to be under the influence of drugs will be isolated. The parent or guardian will be notified. All information gathered from the investigation of each incident will be made available to the police.

The user or possessor will be suspended for up to 10 days. At the principal's discretion, the student may be referred to a disciplinary hearing for additional disciplinary action.

Any student who shares, sells, furnishes, or barter any type of illegal drug or any student who possesses illegal drugs shall be suspended and automatically referred to the Sumner County Board of Education.

ALCOHOL - Possession or use of alcoholic beverages on school property is illegal. Any student who unlawfully uses, possesses, sells, or otherwise furnishes alcoholic beverages while on school grounds or during an activity off school grounds related to school attendance will be referred to the school principal for administrative action.

DEFINITION OF TERMS:

1. Alcoholic beverage includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
2. Use shall mean either the drinking of alcoholic beverages or the indication by action or behavior that such beverages have been consumed.
3. Possession will mean either having alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

Whenever the local school determines that satisfactory evidence exists that a student used or possessed alcoholic beverages at any Sumner County school-sponsored activity or used legal drugs in inappropriate amounts for other than appropriate medical purposes, the principal will suspend the student for up to 10 days. At the principal's discretion, the student may be referred to a disciplinary hearing for further action.

STUDENT USE OF TOBACCO/E-CIGARETTES

Students shall not use or possess tobacco products (or any facsimile thereof) or e-cigarettes in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events. Violation of this policy will result in disciplinary action as designated by the Sumner County BOE.

LIGHTERS AND MATCHES

Possession of lighters or matches will result in 1 day of ISS. After confiscation, these items will not be returned.

WEAPONS ON SCHOOL PROPERTY

Possession of a pistol, gun or firearm on school property is a felony. The Sumner County Board of Education follows a Zero Tolerance Policy concerning students who are found in possession of a weapon or dangerous instrument. The term weapon shall be defined as any dangerous instrument. The term dangerous instrument shall include but is not limited to the following:

Knives	Box cutter	Laser pointers
Razor Blades	Clubs	Spiked wristbands
Chains	Brass knuckles	Paint ball guns

- Any object used in such a manner that could cause bodily harm or inflict damage to property
- Any explosive device
- Any item which could be perceived to be a dangerous instrument such as a toy or non-working device

Toy weapons or facility or facsimiles will not be permitted on school grounds. Students who possess these will be suspended or referred to the disciplinary committee as determined by the principal. Any student found in possession will be immediately removed from the general student population. Within five school days, a disciplinary committee shall recommend the disposition, including expulsion, of the student.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be dealt with accordingly by administration.

HARASSING/BULLYING/INTIMIDATION POLICY

Students caught hazing, harassing, or involved in any intimidation of another student will be dealt with accordingly by the administration and the school's SRO. In addition, a formal report will be sent to the Director of Schools.

PORTLAND HIGH SCHOOL FIGHTING POLICY

Portland High School believes that harmonious relations can be developed among all students. PHS promotes positive ways of handling disagreements with other students. These positive ways include talking out the problem with the other student(s), a counselor, an administrator, a teacher, or a parent. **Students are expected to walk away and/or seek help when possible.**

Students who choose to resort to violence to solve problems with other students will be dealt with in a severe manner. PHS faculty and staff will not tolerate fighting at school. The danger to the students involved and to other students is too great to permit this type of behavior. Students who are involved in a fight will be taken to the office. The following procedures will be followed if students are cooperative with the school administration:

1. ***Students involved may receive a citation from the SRO or may be arrested.***
2. Students involved will have the opportunity to explain what happened.
3. At the discretion of the administration, the students involved will be given up to 10 days of OSS, unless mitigating circumstances exist.
4. Students involved in large numbers of verbal or written conflicts will not be tolerated at Portland High School. Upon a 10-day suspension, the student may be referred to the Sumner County Disciplinary Committee to discuss a change of placement.

CORPORAL PUNISHMENT

Corporal punishment is permissible according to Sumner County Board policy. It will be used at the discretion of the administration.

DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage or destruction of school property will result in immediate disciplinary action. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item. The Sumner County Board of Education policy states that any student who is responsible for destroying or defacing school property (books, equipment, buses, etc.) shall be held responsible for the actual cost of replacing or repairing such material or equipment. Failure to comply with this policy within 2 weeks will subject parents of guardian to prosecution under existing Public Laws(s) No. 37-1001, covering destruction of public property.

SCHOOL SAFETY

School faculty, staff, and the SRO make every effort to ensure that our school campus is a safe environment. Students whose actions jeopardize school safety (i.e., prop open locked doors, allow unauthorized visitors inside building, unnecessary 911 calls, etc.) will be dealt with accordingly.

Portland High School believes that the educational process cannot be disrupted by negative behavior. The school is for all students. The school encourages the development of a positive atmosphere where learning can take place. The PHS administration reserves the right to review each individual situation before determining whether any disciplinary action is required. **HELP US PROVIDE OUR SCHOOL WITH THE BEST POSSIBLE ATMOSPHERE FOR LEARNING TO TAKE PLACE.**

2016-17 STUDENT COUNCIL

Seniors:

Bailey Thornton, Student Body President
Alexia Dorris, Senior Class President
Carder Venable, Senior Class Vice-President
Hannah Glover, Senior Class Secretary
Kara Cole, Senior Class Reporter
Paige Herrington, Senior Class Treasurer
Rachel Cherry
Jaz Crook
Justin Keith
Ashley McIntosh
Allison Richards

Juniors:

Danyssa Diseker, Student Body President-Elect
Mac Craddock, Junior Class President
Emily Brown, Junior Class Vice-President
Maria Aguirre, Junior Class Secretary
Bethanie Bergman, Junior Class Reporter
Kayla Parker, Junior Class Treasurer
Meghan Covrig
Savannah Huntsman
Rhiannon Nourse
Brooklyn Smith
Elijah Woody

Sophomores:

Presley Cowan, Sophomore Class President
Mason Bradley, Sophomore Class Vice-President
Kellie Kepley, Sophomore Class Secretary
Madison Johns, Sophomore Class Reporter
Anna Herrera, Sophomore Class Treasurer
Jaimee Brown
Haley Dickens
Josie Jones
Morgan Linville
Ameria Paxton

Freshmen:

Emily Rogers, Freshman President
Logan Livingston, Freshman Vice-President
Addison Dorris, Freshman Secretary
Ashley Runyon, Freshman Reporter
Samantha Robertson, Freshman Treasurer
John Adkins
Emma Gregory
Dhiel Tuor
Marcia Tolli
Stanley Zhao



Portland High School

Drawn by Drafting Dept 2008

NOTES: