

PORTLAND HIGH SCHOOL



2021-22

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-----	11
Alma Mater-----	2
Athletics-----	13
Attendance-----	15
Bus Conduct-----	19
Cell Phones-----	19
Checking In and Out-----	16
Credit Recovery-----	12
Detention-----	17
Dual Enrollment-----	15
Dress Code-----	18
Driver's License-----	19
Drugs & Alcohol-----	21
Electronic Devices-----	19
End-of-Course Testing-----	8
Exams-----	15
Family Life Curriculum-----	13
Fighting-----	22
Grade Classification and Grading Scale-----	10
Graduation Requirements-----	5
Hands Off-----	18
Harassment-----	22
In-School Suspension (ISS)-----	18
Insurance-----	5
Lighters and Matches-----	21
Local Assessment Policy-----	7
Locks and Lockers-----	18
Map of building-----	25
Medicine-----	18
Mission Statement-----	4
Non-discrimination-----	4
Off Limits-----	19
Parking-----	19
Release of information-----	5
Renaissance-----	13
Restrooms-----	20
Selling-----	20
Sickness at School-----	16
Skiping-----	17
Student Council and Class Officers-----	23,24
Student Rights and Services-----	5
Suspension-----	20
Tardiness-----	17
Technology and Electronic Devices-----	19
Tobacco, Electronic Cigarettes, & Vaping-----	21
Vandalism-----	22
Visitors-----	17
Weapons-----	21

2021-2022

PORTLAND HIGH SCHOOL

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

Principal: David Woods
Assistant Principals: Allen Dyer: A-Go **Counselors:** Erin Miller: A-Go
Stephen Walker: Gr-N Dana Kennedy: Gr-N
Kim Meadows: O-Z Marti Guelde: 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

Ms. Naomi Aitchison (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5207, naomi.aitchison@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

The following 26 credits shall be required for graduation.

Ready Core Curriculum Credits[†]

English (English I, II, III, and IV)	4
Mathematics* (Algebra I, Geometry, Algebra II).....	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
[Additional Sumner County electives ^{††}]	4
Total.....	26

*Students must complete four (4) credits of mathematics including Algebra I, Geometry, and Algebra II (or equivalents) plus one additional mathematics course beyond Algebra II. All students must be enrolled in a math class each year. Students with qualifying disabilities as documented in the individualized education program may take Algebra IA, Algebra IB, Geometry A, and Geometry B for their required math classes over four years.

The Bridge Math course is recommended for students who have not scored 19 or higher on the ACT mathematics subtest or a 460 on the SAT mathematics subtest by the beginning of the senior year. Other factors like career interest, study habits, etc. can be used to determine twelfth (12th) grade placement.

Students with a qualifying disability who have deficits in mathematics as documented in the IEP shall be required to achieve at least Algebra I and Geometry (or the equivalent Integrated Math I and Integrated Math II). The required number of credits in mathematics will be achieved through strategies such as, but not limited to, increased time, appropriate methodologies, and accommodations as determined by the IEP team.

** Students must complete Biology I and either Chemistry or Physics and a 3rd laboratory science.

Students with qualifying disabilities as documented in the individualized education program shall be required to achieve at least Biology I and two other lab science credits or Biology 1A and Biology 1B along with one additional lab credit. The required number of credits in science will be achieved through strategies such as, but not limited to, increased time, appropriate methodologies, and accommodations as determined by the IEP team.

*** Students must complete United States History & Geography, World History & Geography, Economics, and U.S. Government & Civics.

**** Students must complete two (2) credits of the same Foreign Language and one (1) credit in Fine Arts. In exceptional circumstances, to allow students to expand and enhance the elective focus, schools may waive the foreign language and/or fine art requirements for students who are not planning to attend a university. (EXHIBIT G)

***** Students must complete three (3) credits in an elective focus. All students will pursue a focused program of study designed to prepare them for the workforce and postsecondary study. The intent of the elective focus is to provide students with an opportunity to explore a particular academic area in greater depth. The elective focus may be CTE, science and math, humanities, fine arts, AP/IB, or other areas approved by the local board of education. Students completing a CTE elective focus must complete three (3) credits in the same CTE career cluster or state-approved program of study. Schools should make every effort to ensure that all students complete a state or locally approved elective focus, however schools may waive the elective focus requirement for those students who transfer during the junior or senior year to a Tennessee high school from a school in another state or from a non-public school, if the completion of the elective focus would prevent or delay graduation.

Students who begin an elective focus in a Tennessee high school and transfer during the junior or senior year to another Tennessee high school may, with the permission of the Director of Schools, have the elective focus requirement waived if the receiving school does not offer the same elective focus area and is unable to offer related coursework to complete a state or locally approved focus area, or if the completion of the elective focus would prevent or delay graduation.

† Allowable course substitutions may be found in the course credit minimum and maximum in this document.

†† Students participating in special program schools (E.B. Wilson Virtual High School, Sumner County Middle College High School, Sumner County Middle Technical College High School) may be exempt from the additional Sumner County electives due to the nature of these programs).

ADDITIONAL GRADUATION REQUIREMENTS

ELEVENTH (11th) GRADE ASSESSMENT

As a strategy for assessing student readiness for postsecondary education, every student enrolled in a Tennessee public school during their eleventh (11th) grade year shall take either the ACT or SAT. To receive a regular high school diploma, all students enrolled in a Tennessee public school during their eleventh (11th) grade year must take either the ACT or SAT.

UNITED STATES CIVICS TEST

Beginning January 1, 2017, all high school students shall pass a district-developed United States civics test.

1. The test shall be comprised of 50 questions from the one hundred (100) questions that are set forth within the civics test administered by the United States citizenship and immigration services to persons seeking to become naturalized citizens. Multiple versions of the test are available for use in different schools and at different times.
2. A student shall pass the test if the student correctly answers at least seventy percent (70%) of the questions. Students may take the test as many times as necessary. A passing score on the civics test must be noted on a student's transcript.
3. The U.S. civics test shall be administered to a student who has an IEP with the accommodations and/or modifications that are deemed necessary by the IEP team.
4. Additionally, per state law (T.C.A. 49-6-408), students must take and pass (70 percent or higher) the United States citizenship and immigration test during the student's high school career (i.e. grades 9-12). Schools in which all seniors earning a regular diploma score 85 percent or higher on the U.S. civics test will be recognized by the department as a U.S. Civics All-Star School. All districts are required to submit their civics compliance form by June 15, 2020 for their 2020 graduating seniors.

PROJECT-BASED CIVICS ASSESSMENT

Sumner County has implemented a project-based assessment in civics at least once in grades nine through twelve (9-12).

1. The project-based assessment is created by the district and measures the civics learning objectives contained in the social studies standards and allows students to demonstrate understanding and relevance of public policy, the structure of federal, state and local governments and both the Tennessee and the United States constitutions.

2. "Project-based" means an approach that engages students in learning essential knowledge and skills through a student-influenced inquiry process structured around complex authentic questions and carefully designed products and tasks.

LOCAL ASSESSMENT POLICY

The following state and locally required assessments will be administered throughout the 2019-2020 school year:

- a. TN Ready End of Course Exams: English I, English II, Algebra I, Algebra II, Geometry, U.S. History, and Biology I
- b. ACT
- c. U.S. Civics Test
- d. Armed Services Vocational Aptitude Battery/ASVAB (optional)**A final exam will also be given within each respective course as an end-of-course assessment. All courses that DO NOT have a state-required End of Course exam will give a comprehensive final exam at the end of the course.

The purpose and use of each state and locally required assessment listed above are as follows:

- a. The purpose and use of the TN Ready End of Course Exams are to assess true student understanding and not just basic memorization and test-taking skills. These assessments measure student understanding of our state standards and are given to help measure how much a student grows academically in a particular content area.
- b. The purpose and use of the ACT are to measure a student's college and career readiness as well as providing colleges with a "common data point" in comparing all student applicants. Students' skills in English, Math, Reading, and Science are assessed to measure success in these courses in college. There is also an optional writing portion of the ACT test that may be required for specific colleges as well.
- c. The purpose and use of the U.S. Civics Test are to assess the students' understandings of civics and social studies standards. This test is a requirement for high school graduation per state law.
- d. The purpose and use of the ASVAB are to determine if a student is qualified to enlist in the military. The scores from the ASVAB are also used to assign those students who choose to enlist to an appropriate job within the military.

TN Ready End of Course Exams guide student instruction and learning by directing the course pathway for each student. Students' scores will be used to project success in subsequent courses and can also be used to determine academic placement (standards, honors, RTI, etc.) The ACT is used to measure a student's readiness for college. The test can be used to compliment student instruction by working to improve English, Math, Reading, Science, and Writing skills for success both in the high school and college settings. The U.S. Civics Test allows for all high school graduates to ensure that they have the necessary knowledge to be productive citizens of their community. Lastly, the ASVAB enhances student learning by helping meet the career and technical needs and wants of our students. It pinpoints those CTE strengths of students, encouraging them to enroll in one of the various CTE pathways and/or post-secondary opportunities offered through Portland High School.

Each state and locally required assessment will be given in the following grade/classes:

- a. TN Ready End of Course Exams will be given at the end of each respective course. (English I and II, Algebra I and II, Geometry, U.S. History, and Biology I)
- b. The ACT will be given to all eleventh-grade students. Ninth and tenth grade students will be given a practice ACT each year to monitor growth. Twelfth grade students will be given the opportunity to retake the ACT within the school setting as well.
- c. The U.S. Civics Test will be given within the government course.
- d. The ASVAB will be given to eleventh and twelfth grade students who are interested in enlisting in the military.

Each state and locally required assessment will be given at the following times:

- a. All TN Ready End of Course Exams will be administered towards the end of the course within the state administration window. The administration window for the Fall semester is November 26-December 14, 2019. The administration window for the Spring semester is April 15-May 3, 2019.
- b. The ACT will be administered to eleventh grade students in the Spring semester. The tentative date for the administration of this test is March 31, 2020. This is also when the practice ACT will be administered to ninth and tenth grade students. Twelfth grade students will have to opportunity to retake the ACT within the school setting within the Fall semester as well. Possible dates for this include October 1st, 15th, or 29th.
- c. The U.S. Civics Test will be administered at the end of each nine-weeks government course. Dates for this will vary based on when the student is enrolled in the course.
- d. The ASVAB will be administered to students on October 22, 2019.

TN Ready End of Course Exam scores will be used to measure students' skills in a given subject. The raw scores earned by the student will be used to calculate the student's grade for the course within the report card. Currently, the score earned on a TN Ready End of Course Exam will count for 15% of a student's 2nd nine-weeks grade.

The projected data return timeline from the Fall 2019 TN Ready End of Course Exam administration is December 2019-January 2020. The projected data return timeline from the Spring 2020 TN Ready End of Course Exam administration is May 2020.

Individual Profile Reports (IPRs) for TN Ready End of Course Exams are scheduled to be posted online by the Tennessee Department of Education for the 2019-2020 school year once data is received by the state, with paper copies distributed to our districts by the Tennessee Department of Education for dissemination to students' homes later. Detailed score reports will be sent to districts for distribution to students/families. Parents may access a detailed guide to understanding his/her student's scores, as well as various other TN Ready Parent Resources, on the Tennessee Department of Education website at <https://www.tn.gov/education/assessment/tnready/tnready-parent-resources.html>.

END OF COURSE EXAMINATIONS

End of Course examinations will be administered in the following subjects: English I, English II, Algebra I, Geometry, Algebra II, U.S. History and Biology.

1. The state will report scores for schools and school systems for academic achievement and academic gain.
2. Students will take the examinations in the semester they complete the relevant course work or at the earliest available test administration.
3. Only students who are enrolled in a course with an associated End of Course examination shall take the End of Course examination. Students enrolled in a substituting course without an End of Course examination explicitly tied to the State Board of Education approved content standards of that course shall not take an End of Course examination. This exemption applies to all substituting courses, including, but not limited to Advanced Placement, local and statewide dual enrollment, and local and statewide dual credit courses.
4. Students enrolled in courses with End of Course examinations may not withdraw from such courses for the remainder of the course after being enrolled in the course for at least twenty-five percent (25%) of the instructional days in the course.
5. Students will not be required to pass any one (1) examination, but instead students must achieve a passing score for the course in accordance with the State Board of Education's Uniform Grading Policy [3.301].
6. Students with disabilities shall be provided accommodations in accordance with their IEP or 504 plan. English Learner proficiency level shall also be considered when determining if accommodations are needed. Needed accommodations and supports shall be reviewed at least annually.
7. The IEP team must determine if a student with a disability should participate in the general assessment with or without accommodations or in the alternate assessment. To participate in an alternate assessment, the IEP team shall determine that alternate assessment is more appropriate than the general assessment and that the student meets all three of the following eligibility requirements: a. The student has a significant cognitive disability and adaptive skills that result in performance that is substantially below grade-level achievement expectations even with the use of accommodations and modifications; b. The student is learning content linked to and derived from the Tennessee Academic Standards as indicated in the Alternate Academic Standards; and c. The student requires substantial modifications, adaptations, or supports to meaningfully access the subject area content and requires intensive individualized instruction in order to acquire and generalize knowledge.
8. The IEP team shall rule out that the inability to achieve the state grade-level achievement expectations is the result of excessive or extended absences or social, cultural, or economic differences. Participation in the alternate assessment shall be determined at least annually. A student who meets the eligibility criteria and whose IEP team determines participation in the alternate assessment is appropriate shall be assessed in all four (4) content areas: ELA, math, science, and social studies.
9. Results of individual student performance from all administered End of Course examinations shall be provided in a timely fashion to facilitate the inclusion of these results as part of the student's grade. Each LEA must establish a local board policy that details the methodology used and the required weighting for incorporating student scores on EOC examinations into final course grades. If an LEA does not receive its students' End of Course examination scores at least five (5) instructional days

before the scheduled end of the course, then the LEA may choose not to include its students' End of Course examination scores in the students' final course grade. The weight of the EOC examination on the student's final average shall be determined by the local board of education from a range of no less than fifteen (15%) and no more than twenty-five (25%). Eleventh (11th) Grade Assessment As a strategy for assessing student readiness for postsecondary education, every student enrolled in a Tennessee public school during their eleventh (11th) grade year shall take either

GRADUATION DIPLOMAS

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

Types of Graduation Diplomas

A. High School Diploma

The graduation requirements and additional courses required for postsecondary/workforce training readiness will be tied to the vision of the high school graduate and to the Tennessee Academic Standards. To earn a regular high school diploma, students must (1) earn the prescribed credit minimum, (2) complete the ACT or SAT if enrolled in a Tennessee public school during their eleventh (11th) grade year, (3) meet the civics requirements, and (4) have a satisfactory record of attendance and discipline. Schools will minimize tracking of students by ability, eliminate central classes taught below the college preparation level, and provide all students a challenging course of study. Students with disabilities will be included in regular classes to the maximum extent possible and with appropriate support and accommodations. To earn a regular high school diploma, students with disabilities must earn the prescribed credit minimum.

B. Special Education Diploma

A special education diploma may be awarded at the end of their fourth (4th) year of high school to students with disabilities who have (1) not met the requirements for a regular high school diploma, (2) received special education services or supports and made satisfactory progress on an individualized education program (IEP), and (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work toward a regular high school diploma through the end of the school year in which they turn twenty-two (22) years old.

C. Occupational Diploma

An occupational diploma may be awarded to students with disabilities at the end of their fourth year of high school who have (1) not met the requirements for a regular high school diploma, (2) received special education services or supports and made satisfactory progress on an IEP, (3) have satisfactory records of attendance and conduct, (4) have completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA) created by the Tennessee Department of Education, and (5) have completed two (2) years of paid or non-paid work experience. The determination that an occupational diploma is the goal for a student with a disability will be made at the conclusion of the student's tenth (10th) grade year or two (2) academic years prior to the expected graduation date. Students who obtain the occupational diploma may continue to work toward a regular high school diploma through the end of the school year in which they turn twenty-two (22) years old.

D. Alternative Academic Diploma

Beginning with students entering the ninth (9th) grade in 2018, an alternate academic diploma may be awarded to students with the most significant cognitive disabilities at the end of their fourth (4th) year of high school who have (1) participated in the high school alternate assessments, (2) earned the prescribed twenty-two (22) credit minimum, (3) received special education services or supports and made satisfactory progress on an IEP, (4) have satisfactory records of attendance and conduct, and (5) have completed a transition assessment(s) that measures, at a minimum, postsecondary education and training, employment, independent living, and community involvement. The required credits may be earned either through the state-approved standards or through alternate academic diploma course requirements defined by the Department of Education. A student who earns an alternate academic diploma shall continue to be eligible for special education services under IDEA until the student receives a regular high school diploma or through the school year in which the student turns twenty-two (22).

CLASSIFICATION OF STUDENTS

Students will be classified by both tenure in the school program and by credits earned. The policy on Senior Warning Procedures is applicable to all students who anticipate graduating within the academic year. Classification is done at the beginning of each term.

CLASSIFICATION OF STUDENTS	
Freshman	<i>A student who has satisfactorily completed the eighth grade.</i>
Sophomore	<i>A student who is in the second year of high school and has satisfactorily completed 6 credits.</i>
Junior	<i>A student who is in the third year of high school and has satisfactorily completed 12 credits.</i>
Senior	<i>A student who is in the fourth year of high school and has satisfactorily completed 18 credits.</i>

WEIGHTING FOR ADVANCED COURSEWORK		
Honors Courses	Statewide and Local Dual Credit Courses, Dual Enrollment, and Capstone Industry Certification-Aligned Courses	Advanced Placement and International Baccalaureate Courses
Shall include the addition of 3 percentage points to the grades used to calculate the semester coursework average. *	Shall include the addition of 4 percentage points to the grades used to calculate the semester coursework average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester coursework average. *
*Quality points will not be added, in any way, to students' EOC test scores.		

UNIFORM GRADING SYSTEM

STATE OF TENNESSEE GRADING SCALE	
100 to 93	A
92 to 85	B
84 to 75	C
74 to 70	D
69 & below	F

Assigning additional quality points above 4.0 for honors courses, Advanced Placement (AP), and National Industry Certification (NIC) courses is not allowed for the purpose of determining eligibility for the lottery scholarships.

Grades will be officially reported 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 42.5% of the final grade. Progress reports will be issued at the mid-point of each nine-week grading period. A formal schedule of examinations will be established at each school that is scheduled during the TDOE EOC Assessment window(s).

The weight of the EOC examination on the student's final average shall be fifteen (15%) in the 2018-2019 school year and thereafter. If students miss a state-mandated exam, the test must be made up during the state-designated test window or the student will receive an incomplete or a zero. Final exams will count 15% of the total grade. A final exam exemption policy will be determined by each school. Grade reporting for State of Tennessee state-mandated content tests will be in compliance with Sumner County Board of Education policy IHAA.

For honors classes, three points shall be added to the student's final numerical grade of the course. For Dual Enrollment, Dual Credit, and Capstone Industry Certification-Aligned Courses, four points shall be added to the student's final numerical grade of the course. For Advanced Placement classes, five points shall be added to the student's final numerical grade of the course. The final grade for all courses attempted will be posted on the student's official transcript.

SUMNER COUNTY ACADEMIC RECOGNITION/GPA

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

With the exception of transfer students (see item number 4 below), this academic recognition plan includes all credits attempted by students for all terms of their 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; four points on the final numerical grade for Statewide and Local Dual Credit Courses, Dual Enrollment, and Capstone Industry Certification-Aligned courses, and five points on the final numerical grade for an Advanced Placement course).

1. 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 credits at the honors and AP levels. For purposes of ranking valedictorian and salutatorian, only classes in a student's 4 period 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.
2. If the GPA and the number of credits are tied, the individuals at this level will share rank. If no students qualify for valedictorian or salutatorian at the highest recognition 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 credits 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.
3. Credits earned prior to entering the ninth grade will not be included in the computation of grade point average and academic recognition.
4. No transfer course will be awarded honors or AP credit unless so designated on the transcript. Honors and Advanced Placement transfer credit will be accepted only from schools accredited by the Tennessee Department of Education or those accredited by agencies approved by the Tennessee Department of Education.
5. Sumner County Schools will honor the letter grades reflected on the transcript of the transferring student from the Tennessee Department's of Education's list of approved schools at:
http://www.tennessee.gov/education/schools/non_public_schools.shtml.
6. To be named valedictorian or salutatorian, a student must be enrolled in the high school the last five of the eight terms in school. It is possible, however, for a transfer student with fewer than the last five of the eight terms to share the position of valedictorian or salutatorian.

GRADUATION WITH STATE HONORS AND STATE DISTINCTION [R & R 0520-1-3.06]

1. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with "state honors."
2. Students will be recognized as graduating with "state distinction" by attaining a "B" average and completing at least one of the following:
 - a. Earn a nationally and/or state recognized industry certification.
 - b. Participate in at least one of the Governor's Schools.
 - c. Participate in one of the state's All State musical organizations.
 - d. Be selected as a National Merit Finalist or Semi-Finalist.
 - e. Attain a score of 31 or higher composite score on the ACT or SAT equivalent.
 - f. Attain a score of 3 or higher on at least two advanced placement exams.
 - g. Successfully complete the International Baccalaureate Diploma Programme.
 - h. Earn 12 or more semester hours of transcribed postsecondary credit.
3. Students that voluntarily complete at least ten (10) hours of community service each semester the student is in attendance at a public high school shall be recognized at their graduation ceremony.

4. Each school is authorized under Sumner County Board of Education approval of this guide to prescribe a manner in which “state honors”, “state distinction”, and/or #3 above will be noted and recognized at graduation.

SUMNER COUNTY EARLY GRADUATE

Students may apply through their counselors for early graduation. Schools will submit:

1. Transcript that includes, in addition to courses, grades, and credits earned; ACT/SAT and Civics requirements being met;
2. Current course schedule;
3. Foreign language, fine art waiver letter (if used);
4. Graduation checklist;
5. A signed letter or statement from the student and parent/guardian (unless the student is 18) requesting early graduation.
6. A principal’s letter of support.

School administrator(s) will forward this packet to the high school instructional coordinator for further processing. Board approval is required.

A student completing requirements for graduation at the end of the first semester of his/her regular school year may elect to participate in all graduation activities at the completion of that school year if the student has not participated in previous graduation activities, is in good standing and has the approval of the building principal. The student shall receive his/her diploma or certificate in the same manner as all graduating students.

Upon request, the principal will provide the student with a letter certifying completion of all requirements for graduation and that the diploma will be granted. If the student elects not to participate in graduation activities, the diploma can be obtained from the principal the day following the graduation ceremony.

The district will hold a graduation ceremony in December for students approved to graduate early. If students choose to graduate early, participation in school sponsored activities including but not limited to prom, senior events, and May graduation is at the discretion of the building administrator.

CREDIT RECOVERY

Credit Recovery is a course specific, standards-based extended learning opportunity for students who have previously been unsuccessful in the regular classroom in mastering content or skills required to receive course credit. Attendance, discipline, availability of courses, availability of space, and appropriate progress will be considered for admission and removal from the program.

A student may participate when:

1. The parent or legal guardian gives written permission for the student to enroll **and**
2. The student has previously taken an initial, non-credit recovery section of the proposed course and have earned a grade of 50-69 **and**
3. The school has deemed participation appropriate.

Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Eligibility Center will not accept credit recovery courses for credit.

Sumner County uses a web-based program to administer credit recovery. This program contains curriculum that is aligned with Tennessee’s academic standards. Students in the credit recovery program will complete a skill-specific diagnostic, meet a timeframe based on student need, and master **all** skill-specific goals based on the diagnostic. Students may also be required to complete additional assignments as directed by the TOR or the SCBOE.

The Credit Recovery Lab will be opened before and/or after normal school hours and at other designated times designated by each school. The student must complete all work while in the supervised computer lab.

Students passing credit recovery shall receive a grade of seventy percent (70%). The student transcript shall denote that the credit was attained through credit recovery. The original failing grade may also be listed on the transcript, but shall not factor into student GPAs, in accordance with the State Board of Education’s Uniform Grading Policy (3.103).

*There is a \$50 fee required per course, not to exceed \$100 per school year that is to be collected and processed by the individual schools. Fee waiver available for qualifying students.

INITIAL CREDIT OF VIRTUAL COURSES

Virtual classes can be taken both during and outside of typical school hours. All students taking virtual classes are monitored by certified personnel, and all assessments for these classes must be taken under direct supervision per district guidelines. Students are responsible for making appointments with the teacher in order to complete assessments. 1. All virtual classes taken outside of the typical school day must be recommended by a school counselor and/or approved by the high school principal prior to beginning the virtual class. 2. Before beginning a virtual class, the student and parent must read and sign the Virtual School Registration form (Reference Exhibits) 3. 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. 4. 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 per semester the student may pursue enrollment at E.B. Wilson Virtual High School as a full-time virtual school student. 5. Any virtual class taken in addition to a student's typical course load (4 classes per semester) will not be counted in the number of honors. One additional AP credit may be earned in the virtual setting per academic year. 6. If a student fails a virtual class, a grade of 'F' will be recorded on the transcript. 7. Students enrolling in virtual classes are expected to adhere to the same regulations for academic integrity in a traditional classroom/course setting. 8. To meet requirements set forth by the NCAA Eligibility Center, the entire virtual class and all assessments pertaining to the course must be completed.

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 (HOPE) 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 STATEMENT

Credit for summer school will only be accepted from schools approved by state boards of education. All initial credit courses require documented pre-approval from building principal where the student is enrolled. Initial Credit courses during the summer may count towards the subsequent fall semester. Any applicable End of Course examination must be taken during the fall semester immediately following the summer course. Credit may not be given in a summer course with an associated End of Course examination until the student takes the examination and the grade has been finalized. (Tennessee State Board of Education, High School Policy, 2.103 Section 21) Students taking remediation courses during the summer may receive credit immediately upon passing. Remediation courses are those courses previously attempted with a completed End of Course examination.

HOME SCHOOL STATEMENT

A home school student requesting enrollment in a Sumner County high school will be required to meet all enrollment criteria as set forth by the Sumner County Board of Education, including state-required vaccination records (TCA 49-6-3050). Home school students requesting enrollment in the 9th grade will be placed in classes based on passing a grade-specific comprehensive written examination(s) administered and graded by the student's zoned middle school.

Home school students requesting enrollment in the 10th, 11th, or 12th grades will receive credits and be placed in classes based on passing a course-specific comprehensive examination(s) [with the exception of American/US History], administered and graded under the supervision of the principal or his/her designee of the high school at which the student is seeking enrollment.

SUMNER COUNTY MIDDLE TECHNICAL COLLEGE

Middle Technical College High School (MTCHS) is a partnership between Sumner County Schools and Tennessee College of Applied Technology (TCAT). The campus is located in Portland adjacent to Portland East Middle School. Open to rising juniors and seniors in Sumner County, the school currently offers seven programs of study including Administrative Office Technology, Advanced Manufacturing Technology, Building Construction Technology, Computer Information Technology, Cosmetology, Machine Tool Technology, and Welding Technology. Students successfully completing the program at MTCHS will have the opportunity to graduate with both a high school diploma and a TCAT certificate. For more information, visit <http://mtc.sumnerschools.org>.

SUMNER COUNTY MIDDLE COLLEGE

Sumner County Middle College High School at Volunteer State Community College (VSCC) is a stand-alone high school that allows students to earn high school and college credits simultaneously. All classes are taken on the VSCC campus and count toward an Associate Degree. Students who enter the program as juniors have the opportunity to finish an Associate Degree by the time they graduate from high school. Students who enter the program as seniors can earn 24 – 27 college credits before graduation. Applicants must take the ACT and earn a composite score of at least 19, sub-scores in math and reading of at least 19, and a sub-score of at least 18 in English. Additionally, applicants must have a minimum of 10 high school credits. For more information, visit <http://scmc.sumnerschools.org>.

THE UNIVERSITY EXPERIENCE AT UNION

The University Experience at Union, an enhanced dual enrollment program, is an opportunity for college-bound high school seniors to earn eighteen college credit hours. Students will take college courses at the Union University Hendersonville Campus. These courses meet during the school day, and students will complete these courses in addition to their required high school courses. To be eligible, rising seniors must have at least a 3.0 GPA, an ACT composite score of 20 or higher along with a 19 in each subject score (or have registered to take the ACT), and a reference letter from a high school teacher. Tuition for this program is discounted and financial assistance is available. For more information, visit www.uu.edu/hendersonville.

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.

FINAL EXAMS

Final exams will be given in all classes at the end of each term. PHS's Final Exam Policy will be updated soon.

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.

NEW ATTENDANCE POLICY/LAW FOR SUMNER COUNTY

***** (The attendance policy COULD be revised based on COVID-19 rules and regulations)**

School attendance is extremely important to student success and is a popular topic with local law makers. This is to inform you of a few changes that will affect you and your family regarding school attendance for the 2018/19 SY. T.C.A. 49-6-3007 states the following:

- (A) If the student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court; and
- (B) It is a parental duty to monitor the student's school attendance and require the student to attend school.

The law also states that each district shall implement progressive truancy interventions for students who violate the Compulsory Attendance Law. Below you will find Sumner County Schools tiered approach in reducing the amount of unexcused absences in effort to produce successful students.

Sumner County Schools Progressive Truancy Intervention Tiers

Tier 1-School level interventions and reward programs

Tier 2-initiated at 3 unexcused absences

- *Parents must conference with administration
- *Attendance contract signed at conference

Tier 3-initiated with additional unexcused absences

- * Individualized Assessment completed and one of the following:
 - Individualized Action Plan or Improvement Plan
 - Referral to school counselor
 - Referral to community-based services
 - Referral to school nurse-Health plan created
 - Referral to Attendance Student Support counselor

Tier 4-initiated with continued unexcused absence

*Referral to School Attendance Review Team consisting of administration, counselor, student, parent, teachers, nurse, attendance clerk, psychologist, and /or truancy officer

Tier 5-Referral to Truancy Officer

- *Truancy officer intervention
- *Parent could be required to attend Pre-Court Diversion Program

Tier 6-Juvenile Petition filed

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.

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. Credits can be withheld if attendance policy is violated, until an attendance hearing takes place to determine if absences are due to extenuating circumstances.

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

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, a student is not dressed appropriately or exhibits grooming which is considered detrimental or distracting to the educational environment, appropriate action can be taken.

THE FOLLOWING GUIDELINES SHALL BE ENFORCED:

- No extreme hair styles or extreme hair color
- No body piercing jewelry except earrings and/or nose studs may be worn. (Earrings and/or nose studs are the only piercings that are permitted. Nose rings and other piercings are not allowed.)
- 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 (pfs.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).

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. Students who violate the enter or exit procedures for driving on campus may be subject to loss of driving privileges.

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, please 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. No loitering in the parking lots after 3:15pm.

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 or personal communication devices is strictly prohibited on school property or at school functions including restrooms or locker rooms. Use of cameras (including cell phones) to record other students at school is also strictly prohibited. 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/VAPES (or any Vaping Product)

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. Possession and/or use of a vape or any vape products is the same as possession and/or use of tobacco products. 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 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.

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. Students should NOT let other students or adults in from the outside doors. All students are to enter the building once school starts through the front entrance. 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.

*****THIS HANDBOOK IS SUBJECT TO BE UPDATED WITH NEW POLICIES/REVISIONS THROUGHOUT THE SCHOOL YEAR. STUDENTS WILL BE NOTIFIED IF THIS HAPPENS, AND AN UPDATED COPY OF THE HANDBOOK WILL BE AVAILABLE ONLINE.**

2021-2022 Student Leadership Committee

Sponsors: Angie Rippy, April Spears, Beth Thornton, Sabrina White

Seniors



Juniors



Sophomores



Freshmen



Portland High School

