

Welcome From Your Principals

Welcome to Portage High School, the home of the Warriors. We hope you have a great year! This handbook is provided to help you do just that.

We urge all students to read this handbook very carefully, share it with your parents, and use it regularly during the school year. Doing so can help you succeed and avoid problems as the year progresses.

If you have any questions or problems, please contact your building principals, we are here to help you.

*Mrs. Exo
Principal*

*Mr. Seguin
Assistant Principal*

Portage Community Schools Mission Statement

Committed to the success of every student

Normal Daily Bell Schedule

1 st Block:	8:00 - 9:25
Advisory/R&R/Club:	9:33 - 10:03
2 nd Block:	10:10 - 11:35
3 rd Block & Lunch:	11:35 - 12:15 early lunch/ 12:15 - 1:40 class 11:43 - 1:08 class/ 1:08 - 1:48 late lunch
4 th Block:	1:48 - 3:15

10:00 Start Bell Schedule

1 st Block:	10:00 – 11:05
2 nd Block:	11:14 – 12:17
3 rd Block & Lunch:	12:17 – 12:58 early lunch / 12:58 – 2:01 class 12:26 – 1:29 class / 1:29 – 2:10 late lunch
4 th Block:	2:10 – 3:15

Adding/Dropping Courses

Once a student requests a course, a series of commitments on the part of the school is made. Courses offered will depend on enrollment requests. A minimum number of students must request a course before the course will be offered. When a course is dropped, the student may select another course in its place. Course selection, therefore, is extremely important and should be considered as much a commitment on the part of the student as the school.

Students have 2 school days to drop a course and/or to add a new course at the beginning of each term. Students need to complete a "SCHEDULE CHANGE" request form available in the counseling office. There will be no adds/drops after the designated 2-day deadline. Students who drop after the first 2 days will receive a F in those classes. Proposed schedule changes will only be made if one of the following criteria is met:

- The student needs a course to meet career, graduation or college admission requirements.
- The student must repeat a course due to a failure.
- The student does not meet the prerequisite for a currently scheduled course.
- Schedule changes may be required to balance class sizes.

No requests will be honored for change of lunch hours or teachers. In extenuating circumstances, teacher changes will be made but only with the principal's approval.

Students registering for year-long classes including AP classes, are expected to remain in those classes for the entire school year. Exceptions at the beginning of the second semester in January may be made if all the following conditions have been met:

- A student has turned in all homework assignments and taken all the tests.
- She /he has sought extra help during the semester before or after school.
- A parent/teacher conference has taken place to discuss this concern.
- In spite of these efforts, the student has a D or F at the end of the first semester.

**exceptions to these policies may be made at principal discretion.*

Full Time Student Status

All students are required to carry a minimum of three (3) instructional classes per day per term and a minimum of 7 credits per year to be considered a full time student. All course options must be exhausted to fill open blocks.

Correspondence Courses

Correspondence courses are one option to make-up lost credit. Student must obtain prior approval from the principal or designee in order to enroll in a correspondence course.

To be included in credits counted for graduation, correspondence grades/transcripts must be received in the counseling office by May 25th. Seniors should plan to complete and mail all correspondence lessons by May 15th in order to guarantee getting the test graded and the grade reported to PHS by May 25th.

Grade Improvement

A student may retake a course to improve the grade in that course with administrative and counselor approval. The student will not receive dual credit, however; GPA will be calculated based on the completion of the second course. Transcripts will reflect all courses taken by the student.

Attendance Policy

All students, parents and staff of the Portage Community School District must comply with Wisconsin's compulsory attendance law (s. 118.15). Regular school attendance is one of the most important elements of school success and is a critical part of the school record each student is establishing. Schools cannot properly educate students, and employers will not hire workers, who do not attend regularly.

IT IS THE RESPONSIBILITY OF PARENTS/ GUARDIANS (AND 18-YEAR-OLD STUDENTS WHO HAVE SIGNED THE FORM TO CONTROL ACCESS TO THEIR RECORDS) TO DO BOTH OF THE FOLLOWING:

1. TELEPHONE THE HIGH SCHOOL OFFICE (742-8545) BEFORE 8:00 A.M. ON THE DAY OF AN ABSENCE TO REPORT THE STUDENT'S ABSENCE AND THE REASON FOR IT.
2. SEND A NOTE WITH THE STUDENT UPON RETURN TO SCHOOL, VERIFYING THE REASON.

Without the telephone call to the school by 8:00 a.m., the absence will be marked as unexcused or truant until the parent (or 18-year-old student) talks to the assistant principal to clarify the absence. Phone calls and notes do not

automatically result in an excused absence! Each absence will be evaluated by school officials to determine if it will be excused or not. By School Board action, the following reasons for absence are the only ones which are accepted as excused :

- a. Illness on the part of the student (doctor's excuse may be required).
- b. Medical, eye, dental, and driver's exam appointments if properly prearranged.
- c. Death or serious illness in the immediate family.
- d. Family vacations, with an advanced absence form completed and approved by the high school office **in advance**.
- e. Absence resulting from confidential problems or emergency situations, with request submitted, explained, and approved (in advance, when possible).
- f. Approved campus visits (see Counseling section), school trips and co-curricular activities.
- g. Varsity team members attending state tournament in the sport in which they participate, with prior approval.

Students not in school for the entire school day may not participate in co-curricular activities such as athletic contests, practices, concerts, and dances, unless the absence is prearranged with a principal.

Absences without legal excuse are not and cannot, under state law (s. 118.15), be considered justified and excusable and may be considered truancy. Truancy includes leaving school during the day without checking out through the high school office, and missing all or part of a day or an individual class period without legal excuse and proper advance arrangements. All students are required to attend every scheduled class, study hall, and other scheduled activities.

Truancy is an intentional absence from a class, a study hall, or an assembly without a legitimate excuse. Parents are notified of truancy by mail, and also by telephone if possible. Habitual truancy is a violation of Wisconsin state law, and requires referral to court authorities. Consequences for habitual truancy may include a fine (of about \$150) and a 90 day driver's license suspension. This consequence may be repeated several times during the school year if the problem with truancy continues.

The following absences are examples of those which are not excused: 1.) skipping, 2.) working, 3.) oversleeping, 4.) car trouble, 5.) babysitting, 6.) haircuts, 7.) missing classes for senior pictures and, 8.) advanced absence requests not properly submitted to the office in a timely manner.

Remember ... all students leaving the building during school hours must receive office permission to sign out to be excused. This includes ill students leaving during the day. The office will contact the parent or the individual designated on the emergency card before an ill student may leave school. All else is considered unexcused or truancy.

Attendance Procedures

A. TARDINESS

1. When late to school in the morning report to the attendance office before going to class. When late to class other times during the day, report to class and the teacher will notify the office of your tardy. One tardy per semester may be excused; a second will result in one lunch detention; the third and fourth tardy will result in two lunch detentions; subsequent tardies will result in more serious consequences, and could include time in ALAC. These consequences are regardless of whether the tardies are excused or unexcused. If detained by a teacher or the office, obtain a pass from the person detaining you. Students who arrive to class more than 20 minutes late will be marked **truant**.

B. ABSENCES

1. Upon returning to school, always bring a note from home to the attendance office.
2. Students may not leave the school building (except during their lunch period) without permission from the attendance office.
3. Advanced absences: Any absences which are known in advance are to be turned in to the office at least 24 hours prior to the date and time of the absence. These will be approved or disapproved by the administration.

Articles Prohibited in School

Problems arise each year because some students bring articles, which are hazards to the safety of others or interfere in some way with school procedure. Such items as alcoholic beverages, drugs, drug paraphernalia, tobacco products, snuff, matches, lighters, laser pens, toy guns, water pistols, water balloons, pea shooters, pepper gas or mace, sling shots, knives, guns, any type of weapons or toys which look like weapons, etc. are prohibited. They will be confiscated, and are cause for disciplinary action. Students bringing a weapon to school or using or threatening to use a weapon will be recommended for expulsion. Firecrackers, smoke bombs, stink bombs, cap guns, starting fires, etc. are also prohibited and are cause for disciplinary action. Any articles related in any way to gang activities, symbols, or functions are prohibited.

Alcohol, Tobacco and Drugs

Wisconsin statute 125.07(1) prohibits anyone under the age of 21 from procuring, seeking to procure, knowingly possessing, or consuming intoxicating liquor. School board policy follows this law, and also prohibits being under the influence of alcoholic beverages while involved in school activities.

Wisconsin statute 48.983 prohibits anyone under the age of 18 from possessing cigarettes or tobacco products. School board policy follows this law. Wisconsin statute 120.12(20) also prohibits use of any tobacco products on school grounds or at school events, regardless of age.

Wisconsin statute 961.41(3G) prohibits use or possession of controlled substances. School board policy follows this law. Violators of these laws and policies will be disciplined by the school district according to the existing policies, and will also be referred to the police for further action where appropriate.

Assemblies

Assemblies are a part of the curriculum and are designed to be educational as well as entertaining experiences. Courtesy demands that the student body be considerate, respectful, and appreciative. In live entertainment, performers are very conscious of the audience. Talking, whispering, whistling, and stamping of feet are discourteous. Yelling is appropriate only at pep assemblies. Students who leave during an assembly will be considered truant.

Attire for School

Students who dress properly and have a neat appearance contribute to positive school morale and good discipline. Dress/grooming styles that create a disruption of the learning process or which endanger the health and safety of students, especially in laboratories and/or shops, must be avoided. Students who violate this section may be subject to disciplinary action. **Listed below are examples of items, which are inappropriate for a school environment and are therefore not allowed.**

- Clothing with beer, alcohol, or tobacco advertising or logos, language in poor taste, obscenities, racial or gender slurs, sexual innuendo, or sexually suggestive pictures on them.
- Tank tops, spaghetti strap tops, clothing that does not cover the shoulder, mesh shirts, and crop tops that are more than a half inch to an inch above the belt line (unless worn with an appropriate shirt underneath).
- Any clothing that is ripped, torn, or cut beyond the point of being in good taste, or is excessively soiled or dirty.
- Any apparel, jewelry, chains, styles, or accessories, which commonly depict gang membership. This includes any apparel with gang symbols written on them.
- Pants/shorts which are excessively baggy or sagging
- Make-up or hair styles which are disruptive to the educational process
- Clothing that does not provide adequate coverage.
- Hats, bandanas, headbands, caps and other headwear, sunglasses, wind breakers, coats, and jackets (including Jean jackets and cut off Jean jacket vests) may be worn on the way to or from school, but must be kept in your locker during the school day.
- Shorts, skirts, and dresses that are shorter than the end of the fingertips when the individual stands with their arms straight at their sides.
- Slippers and pajamas

Behavior and Discipline

These are addressed in the discipline and attendance sections. Topics such as dismissal from class, suspension, expulsion, drugs, alcohol, and tobacco are included. Students are responsible for understanding and following these policies.

Bulletins and Announcements

Notices of club meetings, athletic or social events, and general information for the day are announced daily. Pupils seeking special announcements must have them approved by their advisor and a principal. Announcements are run on the televisions in the commons and by the LMC throughout the day. Posters must be pre-approved by a principal.

Campus Visits

Students may be excused from classes to visit colleges during their last semester of junior year and both semesters of their senior year under the following conditions:

1. Arrangements for the visits must be made by your counselor(s).
2. Not more than two days may be used for this purpose (special arrangements may be made for out-of-state-schools).
3. Visits must be a part of the decision-making process.
4. Written parental approval must be presented **BEFORE** the visit is considered an excused absence.
5. Students must adhere to all advance makeup regulations.

NOTE: Students are encouraged to utilize this privilege early in the school year. Failure to follow the above regulations will be cause for the absence to be classified as unexcused or truant.

Cellular Phones, Electronic Communications & Electronic Entertainment Devices

Electronic entertainment and individual communication devices such as, but not limited to: Mp3 players, radios tape or CD players of any kind, boom boxes, miniature televisions, electronic games, and other electronic equipment are to be left at home.

With many of today's parents wanting their teen to carry a cell phone, cell phones may be brought onto the school campus. However, cell phones must be turned off and out of sight from the time a student enters the building and at all times during the school day. Violations will result in the confiscation of the cell phone. The phone will be returned to the student's parent/guardian at the end of the school day for the first offense. The second offense will result in confiscation of the phone and it will be returned to the student's parent/guardian two weeks after the confiscation. The third and subsequent offenses will result in confiscation of the phone. The cell phone will be returned at the end of the current grading term to a parent/guardian, unless there is less than two weeks remaining in the term. In this case it will be returned to a parent/guardian at the end of the following term, or end of the school year.

Cell phones and image capturing devices shall, at no time be permitted to be used in areas where individuals can reasonably expect privacy. (i.e. locker rooms, restrooms, etc.) Students found in violation of this rule will be subject to disciplinary action. Students choosing to bring cell phones and electronic entertainment devices with them for use before or after the school day, do so at their own risk, and are prohibited from using them during the school day, (from time they enter the building until 3:15 PM) unless for an approved educational purpose.

Civil Rights

The Portage Community School District does not discriminate against any person on the basis of race, creed, sex, national origin, handicap, age, or political affiliation. For information or complaints regarding discrimination contact:

"Civil Rights Of Handicapped People"

Mrs. Janine Cummings
Director of Special Education
2600 Woodcrest Drive
Portage, WI 53901

Title IX Coordinator
"Gender Equity"
&
504 Coordinator

Mr. Peter Hibner
Director of Instruction
904 DeWitt Street
Portage, WI 53901

Co-curricular Activities

Co-curricular activities enrich the curriculum of the school by making available a variety of activities in which students may participate. Students have the opportunity to join various sports, clubs, and groups during the year. Students may request new clubs and activities if enough students are interested, a faculty sponsor is available, and space and facilities can be provided.

The co-curricular code applies to all co-curricular activities (clubs, sports, etc.): students are expected to follow it in all such activities, and the advisors will enforce the code during all such activities. Students must have a signed co-curricular form on file in order to participate in any co-curricular activity.

Detention

Students may be assigned detention by the office or by any member of the faculty for undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. Each student must bring study materials and cooperate with the detention supervisor. Any student who breaks the regulations of the detention period may be suspended or be assigned additional consequences.

Dismissal from Class

If sent from a room by a teacher, report immediately to ALAC or the office as directed by the teacher. To be reinstated in that class, the student must complete a satisfactory "Work-It-Out" sheet and/or confer with the principal. Continued problems may result in parent conferences, suspensions, and/or removal from class with an "F".

Eighteen Year-Old Students

Eighteen-year-old students who have signed the form to act as an independent adult in matters such as school records are still subject to all the rules and policies of the district and the high school. Failure to follow these rules and policies will result in disciplinary actions as specified in the handbook and as deemed appropriate for the offense by the administration.

Food Service Program

The Portage Community School District participates in the National School Lunch Program. Meals are served every school day and may be available free or at a reduced rate to eligible students. Contact the business office at 742-4867 for information and criteria on free and reduced lunches.

In the event that a student requires special meals based on religious, medical or other requirements, the parents may contact the Food Service Coordinator.

Students will need their lunch card to eat in all food service lines. Students will not be allowed to charge their lunch. Money will be collected from 7:30 a.m. to 7:55 a.m. No student will be allowed to share funds in an account with, or transfer lunch money to, a non-family student. Students purchasing ala carte items and on free or reduced lunch will need to have money in their accounts before making purchases. Student I.D. cards may not be shared. Graduating seniors will not be given a refund on unused money.

Fees for replacement cards will be five dollars.

Please take time to clean up after yourself.

The commons rules are simple and few:

1. Keep chairs, tables, and floor clean.
2. Deposit all lunch litter in wastebaskets.
3. Return all trays, glasses and utensils to the dish washing area.
4. Do not cause disturbances; follow all school rules.

Fire Drills and Alarms

A fire evacuation plan is posted in each room. Students should be familiar with the plan in each of their classrooms. When the fire alarm sounds, students will immediately and quietly leave the building in single file. The first students to reach an outside door are to hold it open until the building is empty. Students are to be at least 100 feet away from the building until the signal to reenter is given by a principal or authorized representative.

Fire drills at regular intervals are required by law and are an important safety precaution (s.118.07). Students will be suspended and/or referred to appropriate authorities for a class A misdemeanor for interfering with the school's fire fighting equipment (s.941.12) or intentionally setting off a false alarm (s.941.13). Students will be referred to the police for interfering or causing a disruption during any emergency evacuation procedure.

Grading Policy

The following grading system and guide will be used to give a measure of the quality of work of a student.

Letter Grade	%	Scaled	General explanation
A+	98-100	18	EXCELLENT. Is making outstanding progress; displays unusual interest, originality and initiative; excellent quality.
A	95-97	17	
A-	93-94	16	
B+	90-92	15	ABOVE AVERAGE. Very good progress; displays above average effort; does very good work; good study habits.
B	87-89	14	
B-	85-86	13	
C+	82-84	12	AVERAGE. Is making good progress; makes a response on definitely assigned work; is developing satisfactory study habits.
C	79-81	11	
C-	77-78	10	
D+	75-76	9	BELOW AVERAGE. Needs to improve; more effort needed; should improve study habits & daily work; should do required work more thoroughly.
D	72-74	8	
D-	70-71	7	
F	0-69	6 (60%'s)	
		5 (50%'s)	FAILURE. Is making unsatisfactory progress; displays little effort to achieve; lacks interest, work is too poor to justify passing.
		4 (40%'s)	
		3 (30%'s)	
		2 (20%'s)	
		1 (10%'s)	
E		0 (0%'s)	MINIMUM PASSING. Indicates that although a student has not met minimum achievement requirements, credit is being granted for this course because the student has made reasonable effort and

either lacks ability to successfully complete the course or has shown marked improvement, as outlined in a performance contract, after failing the first grading period due to personal or extenuating circumstances. All "E" grades must be cleared by the School Counselor and Principal, and entail an evaluation of the student in relation to the specific subject.

- I **INCOMPLETE.** Indicates assigned work has not been completed. Refer to the attendance policy (#506) for details on makeup work.

Grading Scale Including Weighted Grades

Portage High School employs a weighted grading system which is derived from a basic 4 point scale. All courses in the curriculum are categorized into one of three groups:

1. **BASIC:** These classes are generally remedial in nature, and are limited in number and class size.
2. **REGULAR:** These classes are aimed at the majority of students; the grade point value is slightly higher than that of the same letter grade for BASIC courses.
3. **PRIME:** These classes are designed to challenge the more capable students; they are generally upper level courses, taken by college-bound students. Grade point values are higher than the same letter grades for BASIC or REGULAR courses.

Hallway Behavior

Since the hallways are quite crowded at times, students are expected to maintain proper behavior to ensure a safe environment. Running, pushing, yelling, hitting, etc. are unacceptable.

Hall Passes

Students are not permitted in the halls during class periods unless they are with a teacher, or have a valid written hall pass. Only one student's name may be on a pass.

Harassment Complaint Procedure

Students who believe they are victims of harassment by another student, employee, or volunteer may contact a teacher, counselor, principal, or gender equity coordinator. To ensure consistency in handling complaints, any contacts received by teachers or counselors will be referred to the assistant principals or principal who will act as a mediator.

The District will respect the confidentiality of the complaint and the individuals against whom the complaint is made, consistent with the District's legal obligations and the necessity to investigate allegations of harassment and to take disciplinary action when appropriate. The steps that will be followed are outlined in school board policy 111b.

Homework

Homework is an integral part of each student's education, and each student is expected to spend some time beyond class on study related to that class. How much time each student must spend depends on how well organized he/she is, how well he/she uses study halls, and how well he/she manages time.

The staff and administration acknowledge that teacher flexibility within the classroom is needed to meet the needs of our students. Each teacher will develop a homework policy and share the policy in writing with their students during the first week of each new class. Late homework/assignments are assignments not turned in by a specified due date or work not completed within the guidelines specified in the make-up work section of the handbook.

Honor Rolls

To identify our outstanding students, and to give them a well-deserved pat on the back, we have designated the following honor rolls, which are generally published after each term in the local newspapers:

Principal's List	4.000 GPA and above
High Honor Roll	3.500 to 3.999 GPA
Honor Roll	3.000 to 3.499 GPA

Immunization Requirements (Wisconsin State Stat 140.05)

Age/Grade	Number of Doses			
Grade 9, 10 & 11	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B 2 MMR 1 Varicella*
Grade 12	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B 2 MMR 2 Varicella*

*Varicella vaccine/chickenpox shot is not required if your child has had the chickenpox disease. Provide the chickenpox disease date instead.

Immunization waivers may be completed for health reasons (signed by physician) or for religious or personal reasons (signed by parent/legal guardian) and must list the specific immunizations waived. Immunization information is due to the school nurse no later than the 30th school day.

Library Media Center (LMC)

The LMC is a pleasant place to do reference work or read. Reference materials, leisure reading, magazines, audio books and computers are available for student use. The LMC staff will be happy to help instruct students in locating materials and using the equipment.

Student Internet use is for educational purposes only. Students are to sit two per table. Gum, candy, food, pop, or water bottles are not allowed. Conference rooms may be used for educational purposes only with a pass from a teacher. Failure to follow LMC rules results in restriction from the LMC (first for 1 week, then 1 month, then one term, and so forth).

The LMC is open from 7:30 a.m. to 4:00 p.m. daily (unless in use for a meeting). Many materials may be checked out for two weeks, others for one week, and still others overnight only; see the LMC staff for assistance. There is a fine of 5¢ per item per day for overdue materials. Fines for overnight books are 5¢ per block. Lost or damaged materials must be paid for (actual replacement cost).

Locker Searches by School Personnel

School lockers are the property of the School District and are provided for the convenience of students. Each student is assigned to a specific locker. These lockers do not have built-in locks and will need to be secured by a padlock to insure security of student's property. The school sells padlocks for this purpose, and *only padlocks purchased through the school for this purpose may be used on the lockers. All other padlocks will be cut off without further warning or compensation.*

Students are not to share lockers or let others know their lock combinations. Never leave it unlocked! If anything is stolen from your locker, report it immediately to the assistant principal or school liaison officer.

The school retains the right to conduct both announced and unannounced locker inspections. Among the reasons are shared lockers, suspicion of concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety. Therefore, students should not put anything in their lockers or carry anything in their possession that they would not want the school or police to know about. Discovery of prohibited or illegal materials may result in disciplinary action and/or referral to appropriate authorities.

If your locker is damaged in any way during the school year, report this damage immediately to the office. If the damage is not reported, you will be held accountable for it.

Lost and Found

Students who find articles should take them to the office where they can be claimed by the owner.

Make-up Work

It is the responsibility of the student to get all make-up work from the teacher following an absence. In general, students should complete missing work as soon as possible. When an incomplete is given at the time grades are submitted, the student has two weeks from the end of the term to turn in missing assignments, quizzes and tests. After two weeks, the final grade will be recorded.

Medication

Any medication to be taken by a student while at school requires a signed Medication Request/Consent Form on file in the school office. We cannot give any medication without a Medication Request/Consent Form being properly filled out. For non-prescription medication or over-the-counter medication, such as ointment, ibuprofen, acetaminophen, etc, the Medication Request/Consent form must be completed including a parent/guardian signature. The medication must be in the original container and labeled along with the instructions. If the label does not include a dosage for the age of your child, the physician must sign the form, as this is considered an off-label use.

For prescription medication, the Medication Request/Consent form must be completed, including parent/guardian signature and the ordering health care provider signature (physician, physician assistant or nurse practitioner). The prescription medication must be sent in the original container from the pharmacy and include the pharmacy label that matches the directions on the form.

Please check the expiration date on any medication you send to school to be sure the medication will not expire before the end of the school year.

Students are not to share over-the-counter medication or prescription medication with any other student. Students will be subject to disciplinary action if s/he shares or gives medication or drugs to other students.

The Medication Request/Consent Form is available in the school office or on the Nursing Services web page. Revisions to Board Policy 540 relating to the Wisconsin Medication Law, Chapter 118.29 will be followed to maintain compliance with the law.

Passes for Leaving School

Students are not permitted to leave school at any time during the school day, except during lunch, without a pass from the attendance office. If you must leave because of illness or any other emergency at any time, including lunch period, you must first report to the attendance office where arrangements can be made. Failure to follow this procedure will result in an unexcused absence or truancy.

Report Cards and Grade Reports

Report cards are sent home at the end of each term. Individual student grade reports and grade updates will be posted by classroom teachers weekly via PowerSchool. Mid-term reports will not be mailed unless requested by the parent/guardian.

Teachers will always attempt to inform parents before assigning a failing term grade, but are not required to do so since occasionally students will slip badly at the very end of the term and time will not allow notification of the parents before term grades are assigned. Parents may contact the school (742-8545) at any time to arrange a conference with teachers or counselors.

School Closing or Delayed Starts

Portage Community Schools will notify parents/guardians of school closing and delays through the AlertNow system. This information may also be broadcast on WDDC (1350 AM), WPDR (100.1 FM), and WISC-TV (Channel 3).

School Counseling

School Counseling services are available for every student in the school. These include assistance with educational planning; interpretation of test scores; occupational and/or career information; study help; help with home, school and/or social concerns; or any questions the student would like to discuss with the counselor. Students wishing to meet with their counselor should contact the School Counseling Secretary to arrange for an appointment unless it is a true emergency.

School Resource Officer

The Portage Police Department provides a school resource officer for the Portage Schools. He/she is employed by the Portage Police Department and works with all schools in the Portage district. She/he can help you with any problems you might have with thefts, physical threats or harassment, legal problems, or if you have information to share. In any of these cases, it may also be appropriate to talk with either your counselor or a principal. Students may leave a message for the resource officer any time by leaving it with a school secretary or asking for an appointment to talk to him/her.

Student Directory Information

Information such as student's name, address, telephone listing, birth date and place, major field of study, participation in sports and activities, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing of their own initiation. Parents have 14 days from the first day of school to indicate their refusal in writing.

Student Grade Status

The grade to which a student belongs is determined by the number of years he/she has been in high school. Any student who has been promoted to PHS from 8th grade is classified as a freshman. Sophomore status is awarded to students who attending high school for at least one year. Junior status requires attending high school for at least two years. Senior status requires attending high school for at least three years.

A student's grade status is evaluated and changed only after the completion of each semester, and remains in effect for the entire next semester. Since certain privileges and priorities (such as participation in the behind-the-wheel portion of driver education and the order in which students register for class(es) are dependent upon a student's grade status, it is important that students make a sincere effort to pass their classes, earn as many credits as possible, and advance in grade status as quickly as possible. Students may verify their grade status by meeting with their counselor and reviewing their records.

Student Identification Cards

All students will be issued a student identification card prior to the start of school. The I.D. card allows students to purchase food, check out library materials as well as be admitted to sporting events. Students who purchase an annual athletic pass will have it noted on their student ID that must be presented in order to be admitted to all home athletic events (excluding WIAA tournaments). I.D. card's are not to be shared or defaced. Students are encouraged to wear them while at school. Students must have and present a valid student I.D. to be permitted at any Portage High School Dance or similar school sponsored activity.

Student Insurance, Accidents and Injury

Under normal circumstances our students are covered beyond their family insurance by a school approved insurance plan (school provided insurance may cover what the family's insurance does not cover). All school-related accidents and injuries must be reported to the person in charge who will file the report with the office for insurance claims.

Student Safety

To ensure the safety of all students at PHS, lockers must have school-issued locks on them at all times. Also, students must keep backpacks, coats/jackets, and purses in their lockers during the school day. Backpacks are not to be carried to class. As part of our effort to maintain a safe environment, all students and visitors must enter school only via the front doors (doors to the commons). Any disruption of school activities will be dealt with firmly in accordance with the student handbook, board policy, and ordinances and statutes.

Student Vehicles

Parking a vehicle in a school parking lot is a privilege and can be revoked due to disciplinary infractions. Students who choose to bring a motor vehicle to school must obey the following rules. Failure to do so may result in traffic or parking tickets, towing of vehicle, revocation of parking permit, loss of privilege of parking in the parking lot or driving a vehicle to school, suspension, detention, and/or other consequences.

1. The student driver and his/her parent must register the vehicle in the office each school year.
2. Vehicles must properly display a current parking permit.
3. Students must park in the designated student parking lot (the south lot must be completely full before students may park in the west lot).
4. All vehicles must be properly parked in the school parking lot, facing only forward in the parking stall.
5. It is prohibited to park in a **NO PARKING** area, in the one-way drive in front of the school, in the lot designated for staff, or in any restricted areas on the school property.
6. Driving from the school grounds during school hours is allowed only with special permission from the office. Vehicles are to be parked when students arrive, and are not to be used until the end of the student day.
7. Students may not loiter in the parking lot at any time during the day, and may not be in their cars during lunch.
8. Speeding or careless driving on the school grounds and on streets bordering the school is prohibited and is grounds for disciplinary action.
9. Parking lots are subject to unannounced searches. By choosing to park a vehicle on school grounds, permission is given to search a vehicle by school personnel.

Study Hall Rules

1. Study halls are quiet areas. Students must bring sufficient study materials to productively occupy their time. Sleeping is not considered an appropriate activity in study hall.
2. Each student is assigned a seat. They must remain in their seat until attendance is taken. When they are allowed to sign out, it will be done under the teachers' direction.
3. A study hall teacher will check all areas after students sign out on passes and to the LMC.
4. When students wish to use the labs or see a teacher they must have a prearranged pass from the teacher or the teacher in charge of the facility they need to use.
5. "Permanent" passes will be permitted only in rare circumstances, and must be approved in advance by a building principal and school counselor.

Telephone

The office telephone is for school business and may be used by students only in cases of emergency with the permission of the secretary or principal. Students are called from class to answer the telephone only in an emergency.

Transfer or Withdrawal

Students who move from Portage or withdraw from our school must obtain the appropriate form from the office, and have it completed by all teachers and the LMC. A student may not be officially withdrawn and have records released until all school books and property are returned, fines paid, and obligations cleared up. Students must follow Board policy and Wisconsin Statute to withdraw, and may re-enroll only at the start of a new semester.

Textbooks

All basic textbooks are loaned by the school to students for their use during the school year and must be kept covered. Be sure your name and grade are written in ink in the space provided in the book, in case they are misplaced. A fine may be charged based on the principal's or teacher's judgment for damaged, abused, misused or lost books. Workbooks and other supplies are purchased by the student.

Tobacco, Alcohol and Drugs

These products are prohibited on school grounds both by state laws and school rules. They are never allowed at school; they will be confiscated and not returned, and are cause for disciplinary referral. (See Section F; alcohol, tobacco, & drugs). Students who possess or use these products on school grounds WILL be referred to police.

Tornado Warnings

Follow the tornado plan posted in each room. Stay away from windows. Further directions will come from the office.

Visitors

Visitors may be allowed only in extremely rare circumstances and must always be approved at least 24 hours in advance by one of the building administrators. PARENTS ARE ALWAYS WELCOME AT PHS - just contact one of the building principals to arrange a visit.

*These are the rules and policies are approved by the Board of Education in the spring of 2010;
however, they may be revised as need arises. If you have any questions about these rules
and policies, please see one of the principals!*

CODE OF CLASSROOM CONDUCT

Philosophy

The Portage Community School District is committed to maintaining an excellent academic atmosphere and an orderly, safe environment. Teachers are expected to create a positive learning climate for students in their classrooms and maintain proper order. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers. Parents should be aware of, and responsible for, their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules as stated in the rules which follow this Code in the Student Handbook.

For purposes of this code, a "class" is any class, meeting, or activity that students attend or in which they participate while in school or under the control or direction of the District. This includes, without limitations, regular classes, special classes, resource room sessions, labs, LMC, counseling groups, assemblies, study halls, lunch, or recess. It also includes regularly scheduled District sponsored co-curricular activities, either during or outside school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

For purposes of this code, a "teacher" is any certified instructor, counselor, nurse, or administrator in the employ of the District. A "teacher of a class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, aide, or group leader. Where there is more than one teacher in a class any of the teachers may remove a student from that class for behavior which violates the Classroom Code of Conduct.

1. Reasons for Student Removal from Class:

While we prefer that students remain in class, a teacher or teacher of a class may remove a student from class for:

- A. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively. Examples of such behavior may include, but not necessarily be limited to, the following:
 - possession or use of a weapon or other item(s) that might cause bodily harm to persons in the classroom
 - being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
 - behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment
 - fighting, taunting, baiting, inciting and/or encouraging a fight or disruption
 - disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - pushing or striking a student or staff member
 - obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
 - interfering with the orderly operation of the classroom by using, threatening to use, or inciting others to use violence, force, coercion, threats, intimidation, fear or disruptive means
 - dressing or grooming in a manner that presents a danger to health or safety of others, causes interference with work, or creates classroom disorder
 - restricting another person's proper utilization of classroom facilities or equipment
 - repeated classroom interruption, confronting staff argumentatively, making loud noises, or refusing to follow directions
 - throwing objects in the classroom
 - repeated disruption or violation of classroom rules
 - excessive or disruptive talking
 - behavior that causes the teacher or other students fear of physical or psychological harm, such as physical confrontations or verbal/physical threats
- B. Behavior which violates the behavioral rules and expectations stated in the Student Handbook. Examples of such behavior may include, but not necessarily be limited to, the following:
 - willful damage to school or other persons' property

- defiance of authority (willful refusal to follow directions given by the teacher or teacher of a class)
- repeatedly reporting to class without bringing necessary materials to participate in class activities.
- possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- use of profanity

In addition, there may be grounds for removal for behavior which, although not necessarily in violation of the provisions listed in A and B above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher or teacher of a class, warrant the removal because of its interference with the ability to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

2. Removal Process:

When a student is removed from class, the teacher or teacher of a class shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee before the end of the day of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher or teacher of a class.

3. Placement Procedures:

This Code of Conduct distinguishes between two essentially separate kinds of removal from class: short term or temporary removal, and long term removal. Short term removal is likely to be disciplinary in nature, and addresses circumstances where the student's presence is disruptive to the class on a particular day. Long term removal is essentially a forced transfer of the student out of the particular class in excess of five (5) class periods. The building principal or designee shall decide whether a student who has been removed from a class by a teacher or teacher of a class for violating the Classroom Code of Conduct is to be placed in either a short term or long term placement.

When making placement decisions, the building principal or designee shall consider the following factors: the interests of the other students in the class and the teacher or teacher of a class, the reasons the student was removed from the class, the type of placement options available to students in the district, the estimated length and time of placement, the student's individual needs, whether the student has been removed from a teacher's class before, and the relationship of the placement to any disciplinary action. The principal or designee may consult with other appropriate school personnel as s/he deems necessary when making or evaluating placement decisions. A student's parent/guardian shall also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interest of the student involved or required by law.

All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws and regulations.

A. Short term placement procedures

In the majority of cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which s/he was removed. The building principal or designee shall inform the student of the reason(s) for removal from class, and shall allow the student to present his/her version of the situation. The building principal or designee shall then, after weighing the interests of the removed student, the other students in the class, and the teacher, determine if readmission to the class is the best or only alternative. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee shall either retain the student in short term removal or, where necessary, appropriate, and practicable, take steps to have the student sent home.

B. Long term placement procedures

The student warrants long-term removal from class when his/her actions have been severe and serious and/or when there have been repeated violations of the Classroom Code of Conduct. The building principal or designee shall place a student who has been removed from a class by a teacher or teacher of a class in an alternative educational setting which may include, but is not limited to, the following:

- (1) An alternative education program approved by the Board of Education. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- (2) Another class in the school.
- (3) Another appropriate place in the school.
- (4) Another instructional setting.

- (5) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

Long term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building principal. When possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting the building principal shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for the decision. Nothing in this Code shall prevent the building principal from implementing his/her decision prior to any meeting, over the objection of the parent(s) or student.

4. Parent/Guardian Notification Procedures:

- a. The teacher who initiated the removal of a student from class will, in accordance with their school's rules, attempt to ensure that parents/guardians are notified of the incident which caused the student to be removed from his/her class.
- b. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher or teacher of a class has removed the student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
- c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- d. If the student removed from a class is also subject to disciplinary action for that particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

PORTAGE HIGH SCHOOL LEARNING BELIEFS & VALUES

I. Philosophy

Education is a shared responsibility involving parents, students, school, and the community. Our primary goal must be to create a safe school environment where all teachers can teach and every student can learn. Teachers want all students to learn, but their efforts can be thwarted by disruptive behavior. Therefore, a responsibility exists to take corrective action, when necessary, in the best interests of all students in the school.

Students must develop and display self-discipline, responsibility and respect for others. Students with these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior, as well as providing a proper climate for learning. Students are expected to make a sincere effort to further their education while in school, taking advantage of the programs offered to them and meeting the responsibilities expected of them. Parents and the school should cooperate to help each student succeed.

TO BEST MEET THIS SHARED RESPONSIBILITY, PARENTS SHOULD

- Communicate regularly with school about their child's conduct & progress, and discuss report cards, school work, and assignments with their child.
- Support their child in schoolwork and activities, and the school in its efforts to educate the child.
- Insure their child is in attendance every day, promptly reporting and explaining any absence or tardiness to the school.
- Provide their child with the materials needed to complete schoolwork.
- Bring to the attention of the school authorities any problem or condition that affects their child or any other child in the school, and assist their child in being healthy, well groomed, clean, and well-rested.
- Maintain current home, work, and emergency telephone numbers at the school.

STUDENTS SHOULD

- Attend all classes and be on time.
- Come to class with appropriate materials, books, and assignments.
- Refrain from profane language or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be clean, well-groomed, wide awake, and attentive.
- Be responsible for their own work and progress.
- Abide by the regulations of the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.

EDUCATORS SHOULD

- Maintain an atmosphere conducive to learning and good behavior by promoting discipline based on fair, impartial treatment of all students.
- Plan a flexible curriculum to meet the needs of all students.
- Develop a good working relationship among staff and students.
- Encourage the student use of school counselor and other support services.
- Encourage parents to maintain regular communication with the school.
- Endeavor to involve the entire community to improve the quality of life within the school and community.

II. Purpose

To insure an atmosphere conducive to learning, students' rights must be balanced with their responsibilities for good citizenship. To preserve a proper balance, the school board has adopted this code. The intent is to create and maintain an educational atmosphere conducive to learning and teaching, responsible and considerate behavior, and the safety of all persons in the school.

The various sections of this handbook are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised; all other sections will remain in force.

III. Policies and Procedures

The development of responsible behavior and self-discipline among students occurs at two levels within a school. Since students spend most of each day in the classroom, teachers are primarily responsible for gaining their respect and cooperation, as well as for maintaining an effective learning environment. Each teacher must therefore try to apply consistently a fair, impartial, and carefully thought out approach to discipline.

However, at times disciplinary problems occur which are beyond the normal scope of a classroom teacher's primary responsibilities. These may include infractions which are serious or repeated, or incidents which happen between classes,

during lunch, or before and after school. These may be referred to a principal. Through administration of a school-wide discipline program, the administration sets the tone for appropriate behavior throughout the school and campus. This discipline program, as described in this booklet, is the code of classroom and school-wide discipline adopted by the Board of Education of the School District of Portage. It operates from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process for all students.

Definitions

Alternative Learning and Attendance Center (ALAC): Supervised timeout area used by teachers when removing students from class. Being assigned to ALAC by a teacher is not considered a suspension.

Suspension: Prohibiting a pupil from attending any/all school functions (generally for a period of no more than five school days).

In-School Suspension: A suspension which the pupil serves in the school building in a specified area, usually ALAC.

Out-of-School Suspension: A suspension the student serves out of the building, away from the school building and grounds.

Expulsion: An action taken by the school board to prohibit the pupil from further attendance for a specified period of time -- often the rest of the year or more.

Classroom Discipline

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students, and is promoted through use of clearly defined rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. The teacher is generally responsible to resolve infractions of classroom rules. When normal corrective actions prove ineffective, the teacher may temporarily reassign a student from the classroom to ALAC.
3. The purpose of assigning a student to ALAC is
 - a.) to allow the teacher to reestablish the learning atmosphere which the student has disrupted, and
 - b.) to provide a setting for the student to examine the actions which led to removal and make a commitment to correct his/her behavior.

ALAC Procedures/Expectations

1. Students sent to ALAC must report directly there within four (4) minutes.
2. While in ALAC the student is to work on materials conducive to the educational process. This includes the "Work-It-Out" sheets, assignments from classes, and other independent work approved by the ALAC supervisor.
3. Upon completion of the plan, but before readmittance to class, the student must have one of his/her parents sign the "Work-it-out" sheet.
4. The student is to present the completed, signed, "Work-it-out" sheet to the classroom teacher before school begins the next day, in time to get the teacher's signature, take the completed sheet to ALAC, and still report to class on time.
5. The student remains in ALAC for that block each day until the assigning teacher and the student agree on the student's plan on the "Work-it-out" sheet. Extended delay may result in parent conferences, suspension, etc.
6. When a student is sent to ALAC by the same teacher two times in a term, the teacher is to contact the parent concerning the student's behavior.
7. Failure to report to ALAC may result in a Step 3 suspension.
8. Disruptive behavior while in ALAC or failure to cooperate with the ALAC supervisor may result in a Step 5 suspension.

The Step System

When incidents occur outside of the classroom, when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequence that corresponds to the entry level step for that offense. In general, with each successive referral the student advances at least one step depending upon the seriousness of the infraction. The normal recommended minimum consequences for each step are as follows:

- Step 1: Principal conference
- Step 2: Principal conference with parent notification
- Step 3: One (1) day in-school suspension
- Step 4: Two (2) day in-school or out of school suspension (alternative: one of the student's parents may attend class with the student for one of the days). Parent conference (by telephone or in person)
- Step 5: Three (3) day in or out of school suspension, at the discretion of the administration. Reentry conference with parent and student is required.
- Step 6: Four (4) day suspension in or out of school, at the discretion of the administration. Reentry conference with parent and student and written contract required with both parent and student.
- Step 7: Five (5) day out-of-school suspension and Discipline Review Committee hearing.
- Step 8: Fifteen (15) day out-of-school suspension pending an expulsion hearing before the Board of Education.

Provisions of the Step System

1. A disciplinary file will be kept for each student referred to the principal. A record of each violation, as well as the step assigned, will be maintained.
2. Parents will be notified in writing of violations from Step 2 - 8.
3. After a student has been placed on a step, the next infraction will result in the student being advanced at least to the next step. Steps may be "jumped" if the infraction calls for a higher entry level step. For example, a student who is on Step 1 and commits a Step 3 violation will be advanced to Step 3. Normally, a student will be advanced up the step system with each successive violation; however, the principal may exercise discretion as to whether a student on Step 4 or over should be advanced for a very Class I violation.
4. A student may work down the step system by demonstrating good behavior. Each period of 20 school days without a referral results in a reduction of one step. Over the summer the step is reduced by 50% (e.g., 6 to 3, 5 to 2,...)

Suspension Procedures

1. Students assigned to in-school suspension must obtain assignments from their teachers and complete the work by the time they return to class. In case of lab situations, makeup work is due at the discretion of the teacher. If work is not completed on time, the teacher may require the student to come in after school and complete the work. All other rules pertaining to conduct in ALAC are applicable.
2. No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property.
3. Notice of the grounds for suspension shall be given to the pupil at the suspension conference. His/her parent or guardian shall also be notified of the suspension and the grounds for it.
4. In the event a student is suspended without an administrative conference, written notice shall be mailed to the pupil and his/her parent/guardian within 48 hours of the suspension. Whenever possible, however, the parents or guardians shall first be notified by telephone or personal contact at the time of suspension.
5. Any of the time assigned to ALAC that is missed for appointments (doctor, court, etc.) may be made up the next day.

Index of Disciplinary Infractions and Consequences

Section A:	School Attendance	p. 18
Section B:	Student-to-Student Relationships	p. 18
Section C:	Student-to-Staff Relationships	p. 19
Section D:	School Property	p. 19
Section E:	Protection of the Public Safety	p. 19
Section F:	Alcohol, Tobacco, and Drugs	p. 20
Section G:	Other Disciplinary Infractions	p. 21

A. School Attendance

Right: All students under age 21 living within the boundaries of the Portage School District are entitled to a free public education through the twelfth grade.

Responsibility: Students are to attend school on a regular basis. (Wis. Stat. 118.15)

Policy: Students will attend all classes, assemblies, required meetings, etc. unless properly excused by a parent/guardian and principal as explained in Board Policy #506. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by an out pass (except at lunch).

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
A-1	Tardiness: Reporting late for school, class, or other required activities without an acceptable excuse.	2	Teachers are to attempt to correct the problem, but refer it to the principal when the problem becomes excessive.
A-2	Unexcused Absence: Absences which do not comply with Board policy or procedures, but are not truancy.	2	Students may be assigned to make-up time.
A-3	Failure to Report to ALAC:	3-4	Insubordination.
A-4	Truancy: Being absent from classes for part or all of a school day in violation of School Board policy.	2	Students will be assigned make-up time. In addition, habitual offenders will be referred to legal authorities under s.s. 118.15
A-5	Failure to serve detention.	2-3	

B. Student-to-Student Responsibilities

Right: Each student has the right to attend school and school activities without fear of threats against his/her feelings, property, or physical well-being.

Responsibility: Each student is responsible to respect the feelings, property, and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage to or theft of the property of a fellow student.

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
B-1	Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2-3	
B-2	Threatening, intimidating, harassing acts: The act of threatening, verbally or by gesture, the well-being, health, or safety of any student on school property or en route to or from school.	2-3	Referral also made to gender equity coordinator.
B-3	Property Damage: Of another student's property.	2-3	Restitution required through student contract. Referral to police.
B-4	Theft: From another student.	2-3	Restitution required through student contract. Referral to police.
B-5	Shakedown: The act of extorting objects of value from a person, under pressure of either implied or expressed threats.	3	Referral to police when appropriate.
B-6	Physical Altercations: Any act of hostile bodily contact on school property, going to or from school, or at any activity under school sponsorship.		
B-6a	Scuffle	2-3	Both parties involved will be disciplined and will share in damages, unless self-defense can be shown on the part of one of the students.
B-6b	Fight	3-5	Referral to police when appropriate. Both parties involved will be disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-6c	Physical Attack: the act of physically assaulting or attempting to injure any student on school property or going to or from school.	5-6	Referral to police when appropriate.

C. Student/Staff Relationships

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students are responsible to respect authority, feelings, physical well-being, and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members.

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
C-1	Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel.	2-3	
C-2	Disrespect for the property of a member of the school staff:		
C-2a	Property Damage	2-4	Restitution required through student contract.
C-2b	Theft	2-4	Referral to police when appropriate. Restitution required through student contract.
C-3	Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally, physically, or in writing any member of the school staff.	3-5	
C-4	Threatening/Intimidating Acts: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff.	5	Referral to police when appropriate.
C-5	Misbehavior in ALAC.	5	
C-6	Physical Attack: Physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	7-8	Referral to police.

D. School Property

Right: Each student is entitled to learn in a well-equipped, well-maintained, attractive school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance of the building and the equipment therein.

Policy: Vandalism, theft, and abuse of school property, buildings, and grounds are prohibited.

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
D-1	Vandalism: Willful damage of property.		
D-1a	Abuse of printed or A-V materials.	2-3	Restitution required.
D-1b	Defacing: Damage requiring cleaning or repair.	2-4	Restitution required.
D-1c	Destruction: To render unusable.	5	Referral to police. Restitution required (via student contract).
D-2	Theft:		
D-2a	Major theft: Considerable enough to be reported to police.	5	Restitution required through student contract. Referral to police.
D-2b	Minor theft: Not serious enough to report to police.	3	Restitution required through parental contract
D-3	Littering	1-3	Assignment to work detail.

E. Protection of the Public Safety

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students are responsible to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

Policy: The infractions listed below, as well as other acts that threaten the health and safety of students and/or staff, are strictly forbidden.

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
E-1	Detonation of fireworks or other similar devices	4	Referral to police.
E-2	False Alarms:		
E-2a	The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Or failure to	6	Referral to police.

	report an accidental activation of an alarm.		
E-2b	Discharging or tampering with fire extinguishers or safety equipment.	3-5	Referral to police.
E-2c	Bomb Threats	8	Referral to police.
E-3	Arson: The intentional burning of --or attempting to burn -- any part of any building or any property of the school or its staff or students.	7-8	Referral to police.
E-4	Improper Use of Motor Vehicles		
E-4a	Parking in unauthorized areas or improper parking.	1	Referral to police. Repeated violations will result in the offender not being allowed to bring the vehicle or drive to school.
E-4b	Unauthorized driving during the school day or during lunch.	2-3	Repeated violations of automobile policies will result in the offender not being allowed to bring vehicle or drive to school.
E-4c	Reckless Driving.	3-4	Report to police when appropriate. Violations may result in the offender not being allowed to drive to school.
E-5	Weapons and explosive devices.		
E-5a	Possession of a weapon or an explosive device	3-8	Referral to police.
E-5b	Threats involving a weapon or explosive device.	3-8	Referral to police.
E-5c	Use of a weapon or an explosive device.	8	Referral to police.
E-6	Use or possession of mace, pepper gas, etc.	2-6	Referral to police if illegal.

F. Alcohol, Tobacco and Drugs

Right: Each student has the right to associate with students who are free from the influence of alcohol, tobacco, and drugs, and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student is responsible to keep his/her mind and body in a sound, healthy condition.

Policy: The possession, use, or sale of non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, during or before school, and at school-sponsored activities.

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
F-1	Alcohol and Drugs:		
F-1a	Possession of drug related paraphernalia	3-5	Referral to Pupil Services and police.
F1-b	Under the influence of alcohol or drugs	3-5	Referral to Pupil Services and police.
F-1c	Possession of alcohol and/or drugs	5	Confiscate materials. Referral to Pupil Services and police.
F-1d	Observed use of drugs or alcohol	5	Referral to Pupil Services and police.
F-1e	Selling or transmitting alcohol or drugs	7-8	Referral to Pupil Services and police.
F-1f	Possession of alcohol or drug look-alike products (including products sold in both alcoholic and non-alcoholic form, such non-alcoholic beer.	3-5	Confiscate products
F-2	Tobacco		
F-2a	Possession of tobacco products (on person, in vehicle or locker)	3	Confiscate products (no return). Under 18 referral to police.
F-2b	Use of any tobacco products on school premises or at functions under school sponsorship.	3	Referral to police.
F-3	Possession of drug look-alike products	2-5	Confiscate products.

G. Other Disciplinary Infractions

	<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
G-1	Being an accessory to violating a school rule	1-4	Step assignment at principal's discretion depending upon level of involvement.
G-2a	Electronic entertainment devices and other prohibited articles (except for educational purposes authorized by a teacher).	1-2	Confiscated - usually returned at end of day.
G-2b	Cell phones and communication devices	1-2 5-8	1 st offence phone confiscated and returned to parent, 2 nd offence phone confiscated and returned to parent two weeks after date of confiscation, 3 rd offense confiscated until end of current term, unless within the last two weeks of the term in which case, held until the end of the next term. Referral to police.
G-2c	Use of image capturing devices in unauthorized areas (locker rooms, restrooms and areas of privacy).		
G-3	Being in an unauthorized area	1-2	
G-4	Abusive, derogatory or offensive language used in the presence of others. This includes but is not limited to racial, sexual, ethnic and religious slurs.	1-3	
G-5	Inappropriate items or articles of clothing.	1-3	Confiscate, change, or be assigned to ALAC.
G-6	Gambling	1-3	Materials confiscated and not returned.
G-7	Disruption of school events, games, meetings, and assemblies.	2-3	Removal from event and possible exclusion from similar programs.
G-8	Misrepresentation: Written or spoken misrepresentation of the truth (i.e., forged passes or parent signatures, false phone calls, lies, etc.).	2-3	
G-9	Misuse of food in the cafeteria, pop or food in other areas of the building.	2-3	Work detail as assigned by principal; confiscate pop/food.
G-10	Necking, embracing, or other inappropriate amorous behavior.	2-3	
G-11	Repeated or serious classroom disruption.	3	
G-12	Cheating:		
G-12a	In the classroom or on assigned work for a class.	2-3	Student will be required to complete an alternative assessment(s).
G-12b	That extends beyond the bounds of the classroom, (e.g., stealing a test, tampering with grade books, etc.).	4-5	
G-13	Plagiarism	2-3	Student may be required to complete an alternative assessment(s).
G-14	Computer abuse and/or "hacking."	3-5	Loss of computer privileges, possible referral to authorities for prosecution.
G-14a	Improper technology use (not consistent with educational purposes)	1-2	Loss of all or partial loss of computer/network access.
G-15	Improper and/or disruptive behavior not covered elsewhere in this code.	2 - 4	

PORTAGE COMMUNITY SCHOOL DISTRICT

Internet Restriction Form

Computer networks, including the Internet, offer vast, diverse, and unique resources to both students and teachers. The District's goal in providing these services to all students is to promote learning by facilitating resource sharing, innovation, and communication. Internet use, with staff supervision, has become a key component of school curriculum as we integrate technology use with all our subjects. Network access is intended and designed for educational purposes and governed by the terms and conditions outlined in the District's Internet Safety and Acceptable Use Policy #720, which is available in each building office and on the District Web Page.

In compliance with the Children's Internet Protect Act (CIPA), the District filters Internet access on all devices capable of accessing the Internet. The District recognizes, however, that no technology measure can block 100 percent of the undesirable content, and emphasizes the importance of staff supervision in monitoring student use.

Student access to technology resources is a privilege, not a right. The privilege may be revoked at any time for use not consistent with the educational goals of the district. General school rules for communication and behavior apply to the use of technology services, including confidentiality, bullying, and harassment.

If any parent/guardian objects to or refuses to permit the District to provide Internet access, they should annually submit this form to the building principal. An account that allows access to the school networked computers and installed software, but restricts access to the Internet, will be provided.

THE SIGNATURE BELOW CERTIFIES THAT INTERNET ACCESS SHOULD BE RESTRICTED FOR THE CURRENT SCHOOL YEAR FROM THE ACCOUNTS FOR THE STUDENT(S) LISTED BELOW.

Student(s) to be restricted from Internet access:

Student Name	Grade	School

Parent or Guardian's Name (please print): _____

Signature _____ Date _____

CO-CURRICULAR CODE OF CONDUCT (GRADES 9-12)

The Portage Community School District believes that co-curricular activities (that is, activities for students which are sponsored by the district but not part of the formal curriculum and not graded) are cooperative endeavors, which involve parents as well as the student, coaches, advisors, and administration. This section is to help you better understand the school district's expectations in co-curricular activities so we may all work together to make this experience more enjoyable and rewarding. Participation in all such activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular code of conduct of the Portage High School.

Students in the Portage High School may participate in interscholastic athletics only when a current Wisconsin Interscholastic Athletic Association (W.I.A.A.) physical examination form/parent consent form and a signed co-curricular code form are on file with the school district, and the participation fee has been paid for each sport.

If you have any questions, call Mr. Langkamp, the Athletic Director for the Portage Community Schools, at 742-8545 when school is in session.

STATEMENT

Participation in co-curricular activities (activities for students which are sponsored by the district but not part of the formal curriculum and not graded) is a privilege, not a right. It is dependent upon meeting the expectations and following the rules listed in this code of conduct. Once this code of conduct is signed, it shall remain in effect for the duration of the student's enrollment at Portage High School. It is a cooperative endeavor, which involves parents as well as the student, coaches, advisors, and administration. The co-curricular code of conduct supports the Portage School District's mission statement and philosophy of education.

The following pages contain the minimum requirements for every Portage High School student to be eligible for participation in district-sponsored co-curricular activities.

ARTICLE I: CO-CURRICULAR EXPECTATIONS

All students participating in a co-curricular activity are expected on a 12-month basis to:

1. Fulfill the responsibility and obligations that go with co-curricular participation by adhering to school rules, Board policy, local ordinances, and state/laws regulations.
2. Agree that studies come first, and strive for success in academics as well as in co-curricular activities. While recognizing the importance of co-curricular activities in the overall school program, academics come first; therefore, to participate in these activities, students must be in good academic standing, with passing grades in all classes.
3. Attend school and classes as required by law and policy. A student may participate in a co-curricular activity only if in attendance the entire day of the event. The principal or athletic director may approve exceptions to this rule providing other arrangements are made in advance or there are extenuating circumstances. Students are expected to attend school for the entire day following the event.
4. Recognize that students represent their school and community; both are judged by the students' actions. Therefore, demonstrate good citizenship in community and school, adhere to high standards of appearance, conduct and performance, and sacrifice personal desires for the good of the school.
5. Complete the season of the activity in good standing in order to qualify for or receive any awards/honors in the activity that season.

All student-athletes are expected on a 12-month basis to

6. Meet all W.I.A.A./National Federation of State High School Associations requirements.
7. Realize that nothing worthwhile is accomplished without hard work, dedication, and the desire to succeed. Therefore, athletes are encouraged to train out of season as well as during their time of participation in a given sport.
8. Respect and encourage excellence of performance and conduct among opponents as well as teammates.
9. Recognize that true athletes do their best regardless of criticism, won-lost record, or quality of opponents.

Failure to comply with expectations #1-6 may be considered a violation of the code, with consequences as deemed appropriate by the Athletic Director and/or Assistant Principal according to the seriousness of the violation.

ARTICLE II: CLASS I RULE VIOLATIONS

The following list contains examples of specific items, which are Class I rule violations (handled as outlined in article III):

1. Failure to pass any subject in the most recent grading period.
2. Truancy (as defined in the student handbook).
3. Failure to attend all practices and events/contests unless excused by the coach/advisor.
4. Disrespect toward coaches/advisors, managers, cheerleaders, officials, opponents, or fans.
5. Abuse of, loss of, or tardy and improper return of equipment.
6. Failure to follow rules as written, distributed, and posted by the coach/advisor.
7. Failure to have a co-curricular code on file while out for an activity.

ARTICLE III: PENALTY FOR CLASS I RULE VIOLATIONS

If a student fails a class, based upon the most recent final term grade report, then beginning the day teachers' grades are required to be submitted to the office, and until the next 15 scheduled student contact days and nights, he/she may not participate in contests or events. On the 15th scheduled student contact day of the current term, the student must be passing all subjects or will be ineligible for an additional 10 school days and nights. If the student is failing one or more classes after the additional 10-day period, he/she will be ineligible for the rest of the sports season and/or the remainder of the term for all clubs and activities.

The ineligibility period for a student who fails a class in the last term of the school year will be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

In unusual cases, a student may be removed from a class, given an F, and assigned to a study hall. In such cases, the student becomes immediately ineligible for the rest of that term.

If a student is truant, he/she will be withheld from one contest or event for each truancy. Multiple trancies in the same school year may be referred for consideration as a Class II rule violation. Other attendance issues will be dealt with by the coach/advisor of that sport/activity or the Athletic Director, under the direction of the Athletic Director or Assistant Principal.

All other cases of Class I rule violations will be handled by the coach/advisor of the sport/activity or the Athletic Director, under the direction of the Athletic Director or Assistant Principal; the penalty shall not exceed that assessed for a Class II rule violation. A student who repeatedly commits Class I rules violations may be referred for consideration as a Class II rule violator.

If a student is ineligible to participate due to a violation, he/she may not leave school early to travel with the organization.

If a student believes that his/her eligibility to participate has been inappropriately suspended by a coach/advisor for a Class I rule violation, he/she has three (3) school days to submit a written appeal of the suspension to the Athletic Director or Assistant Principal, who shall meet with the student and the coach/advisor to review the suspension within five (5) school days of receipt of the written appeal. The Athletic Director or Assistant Principal shall notify the student and the coach/advisor of the meeting at least two (2) school days in advance. The decision of the Athletic Director shall be placed in writing within three (3) school days of the meeting, with one copy given to the student, one copy given to the coach/advisor, and one copy placed on file. Unless overturned by the Athletic Director or Assistant Principal, all suspensions shall be implemented immediately and served to completion. Athletes must complete the season in good standing in that sport in order to complete the suspension.

ARTICLE IV: CLASS II RULE VIOLATIONS

The following constitute Class II rule violations and are to be handled as outlined in Article V.

1. Use or possession of alcohol or tobacco products, or other drug offenses such as the selling, distribution, use or possession of illegal drugs or controlled substances.
2. Disruption of the educative process or the decorum of the school, or encouraging others to do so. This includes, but is not necessarily limited to, damage to school property (Portage Community School District or any other school district), damage to property of employees of the Portage Community School District, threats to personal safety, assaults, conduct that interferes with school activities, flagrant misbehavior in school, disrespectful or defiant attitude toward school personnel, or poor sportsmanship.
3. Felonies: Students charged with a felony will be suspended from practice and competition/events until either the charges are dropped or the case is decided. If found guilty, the student will be suspended from participation in all co-curricular activities for one calendar year from the date he/she was originally charged.

ARTICLE V: PROCEDURES AND PENALTY FOR CLASS II RULE VIOLATIONS

When the Athletic Director or Assistant Principal (or his/her designee) receives information that a Class II violation by a student co-curricular participant has occurred, he/she shall conduct a prompt investigation, including a meeting with the student to discuss the complaint. If he/she determines that a violation did occur, the penalties listed below shall be assessed.

No student will be found guilty based solely on information received from an anonymous source. However, information can be received from many sources, including the police.

If a student participates in both athletic and non-athletic organizations/events, a penalty will occur in both areas. The Athletic Director shall handle all co-curricular suspensions. Athletes must complete the season in good standing in that sport in order to complete the suspension.

If the suspension occurs during WIAA tournament competitions, the student is disqualified for the remainder of the total tournament series in that sport.

A. PENALTY FOR NON-ATHLETIC VIOLATIONS: (Every student enters the 9th grade with a clean slate.)

1st offense – the student will be ineligible to participate in any activity, event, meeting, etc. from all clubs and activities for the next 15 consecutively scheduled student contact days and nights. 2nd offense – the student will be ineligible to participate in any activity, meeting, etc. from all clubs and activities for the next 45 consecutively scheduled student contact days and nights.

B. ATHLETIC VIOLATIONS, ATODA: (Every student enters the 9th grade with a clean slate.)

1. 1st offense - If the violation involves the possession or consumption of alcohol and the student enrolls in an alcohol education program approved by the Athletic Director or Principal (e.g. Juvenile Underage Drinking Offenders "JUDO" class) within ten school days and maintains perfect attendance in the program, he/she will receive a **25%** contest suspension. If the student does not enroll in an alcohol education program within ten school days, or does not maintain perfect attendance in the program, the contest suspension will be 50% of the season. If the violation involves the possession or use of tobacco, illegal drugs or controlled substances the student must make an appointment for screening/assessment within ten school days, complete the assessment and all recommendations from the assessment to qualify for the 25% event contest suspension. A student who distributes or sells drugs will be ineligible for a full sport season, as defined below in #2.
2. 2nd offense - The student will be suspended for a full sport season (100%). The contest suspension will be calculated as follows: a) In-season violations will result in the student missing the remainder of the season. The percentage of the regular season that remains will be calculated. If the student participates in a sport in a subsequent season, he/she will be ineligible for the percentage of the season needed to serve the remainder of the 100%. B) Out-of-season violations: If the student participated in a sport the previous year, he/she can serve the suspension by being ineligible for the next season in that sport. He/she will not be allowed to try out, practice, etc. during that time. If a student wishes to serve the suspension in a sport that he/she did not participate in the previous year, he/she must make the team, follow all rules and regulations, and complete the year in good standing to serve the suspension.
3. 3rd offense - a suspension from interscholastic athletics for one calendar year from the date the suspension begins.
4. 4th offense - a suspension from interscholastic athletics for the remainder of the student's high school career.

C. ATHLETIC VIOLATIONS, NON-ATODA (Every student enters the 9th grade with a clean slate.)

1. First violation: suspension of eligibility in a number of contests equal to 50% of the regular season contest of the sport during which the violation occurred (to compute the length of the suspension, W.I.A.A. tournament contests are not considered, but they will be included as necessary to complete serving the suspension). The suspension shall be implemented immediately and run consecutively until concluded. During the suspension, the athlete shall be required to practice with the team unless this is deemed to be inappropriate by the Athletic Director and/or coach.
2. Second violation: suspension of eligibility for the number of regular season contests in the sport during which the violation occurred (to compute the length of the suspension, W.I.A.A. tournament contests are not considered, but they will be included as necessary to complete the suspension). The suspension shall be implemented immediately and run consecutively until concluded.
3. Third violation: suspension from interscholastic athletics for one calendar year from the date the suspension begins.
4. Fourth violation: suspension from interscholastic athletics for the remainder of the student's high school career.

The decision of the Athletic Director or Principal (or his/her designee) to suspend a student shall be implemented immediately, and shall remain in force until completed or until overturned by the Appeal Board through the appeal procedure or the School Board through the review procedure. The decision shall be confirmed in writing and shall specify the nature of the rule violation and the punishment imposed. One copy shall be mailed to the parents, one copy given to the student by the Athletic Director or Principal (or his/her designee), and one copy placed on file

ARTICLE VI: CO-CURRICULAR APPEAL BOARD PROCEDURE

1. The purpose of the Appeal Board is to consider appeals from students suspended for Class II rule violations. The Appeal Board shall determine (a) if a Class II rule violation by the student did indeed occur, (b) if the student had been adequately notified of the rules and regulations, and (c) if the punishment is consistent with provisions of the Code.
2. The Appeal Board consists of the following five (5) members:
 - a. The Principal of the school involved, who serves as chairperson.
 - b. The Assistant Principal or Athletic Director of the school involved, who serves as chairperson if the principal is absent.
 - c. Two coaches/advisors who are faculty members in the school district, but not coaches/advisors of the student involved in the appeal.
 - d. A citizen at large, appointed by the Superintendent for a one-year term.
3. A minimum of three members must be present to establish a quorum.
4. If an appeal hearing is desired by the student, a request must be submitted in writing to the principal within five (5) school days after the student receives written notice that he/she is suspended by the Athletic Director or Principal. The Board shall convene within fifteen (15) days of receipt of the request. The student and his/her parents or guardians shall be notified, in writing, at least eight (8) days prior to the appeal hearing, unless an earlier time for the hearing is agreed upon in writing by the parents and the Chairperson of the Board. This is a closed meeting, open only to the board, student, parents, witnesses, and counsel. The student may testify and present evidence on his/her behalf. The decision of the Appeal Board shall be placed in writing within five (5) days, with a copy mailed to the parents, a copy given to the student by the Athletic Director/ Advisor, and a copy placed on file. The appeal hearing will be preserved by voice or video tape recording.

ARTICLE VII: SCHOOL BOARD REVIEW PROCEDURE

1. A suspension of eligibility in which an appeal has been denied by the Co-curricular Appeal Board may be appealed to the School Board by the student. Such appeals must be placed in writing and delivered to the Superintendent within ten (10) days of the receipt of the Co-curricular Appeal Board's decision. Any suspension of eligibility will continue to be implemented and enforced until its completion or revision by the School Board as a result of its review.
2. After a written appeal has been received, a date for a review by the School Board will be established within thirty (30) days of receipt of the written appeal. The student and his/her parents shall be notified in writing, at least eight (8) days prior to the review, unless an earlier time for the review is agreed upon in writing by the parents and the President of the School Board. Present at the review will be the Superintendent and a quorum of the School Board.
3. The School Board shall only review the materials and testimony presented at the Co-curricular Appeal Board hearing; it shall neither hear testimony nor consider new material.
4. The School Board shall be solely responsible for deciding the appeal, based upon:
 - a. Was the process prescribed in this Code followed, and;
 - b. Did the action of the Co-curricular Appeal Board conform to the Code?
5. The decision of the School Board will be given in writing within five (5) days. One copy shall be mailed to the student, one copy to his/her parents, and one copy placed on file.

ARTICLE VIII: FRESHMEN NO-CUT POLICY

All freshmen that try out for a high school sport will be provided an opportunity to be a member of an interscholastic athletic team with the following provisions:

1. Freshmen, like other students, can be removed from a team for disciplinary or attendance issues.
2. Playing time will be determined by the coaching staff. There are no guaranteed minimum amounts of playing time associated with this policy.
3. Coaches, with approval from administration, will determine the number and make-up (A/B, Freshmen Reserve, etc.) of freshmen teams. If needed, reasonable efforts will be made to schedule games beyond the conference schedule.
4. Because cheerleading has multiple seasons in the same school year, the no-cut policy will be in effect during the first cheerleading season in which a freshman student participates.

NOTES

1. The student may have legal representation of any stage of the proceedings set forth in this Co-curricular Code of Conduct and retains all rights granted by law.
2. Whenever a student chooses to undergo AOD screening/assessment, the student and the parent/guardian must sign a release to allow sharing of information between the school and the agency(ies) performing the assessment and/or counseling.
3. Any student who voluntarily turns him/herself in for a first violation of this Code -- AOD or non-AOD -- shall have the event suspension reduced to 50% of the amount specified in the code (minimum penalty: one event). The student must report the violation to the Athletic Director, Assistant Principal, or Principal within 14 days of the violation. This option is not available if a student received a police citation for a violation, or if the Athletic Director has begun an investigation into the violation by interviewing one or more students.
4. If the violation occurs out of season, the suspension will be served during the season of the next sport in which the athlete participates. A suspension not completed during the season in which the violation occurred will be completed in the athlete's next sport however, the athlete must complete the season in good standing in that sport in order to complete the suspension.
5. In determining the length of suspensions for Class II violations, all decimals and fractions greater than, or equal to, .5 are rounded up.
6. A student may not join an athletic team after the date of the first scheduled contest unless extenuating circumstances are approved by the Principal or Athletic Director.

PORTAGE HIGH SCHOOL 2010-11 CALENDAR (tentative)

*(Completed 4/30/10. Subject to additions, deletions, and revisions. **Always** check the website calendar.)*

Sept 1...First Day of School for freshmen only
Sept 2... First Day of School for ALL students
Sept 6... No School – Labor Day
Sept 8... Open House
Sept 11...ACT test at Portage - 8:00 - Noon
Sept 16-17...School Pictures
Sept 17...Registration deadline for Oct. 23 ACT Test
Oct 1...Homecoming parade
Oct 1...Homecoming football game vs. Sauk Prairie
Oct 2...Homecoming Dance
Oct 8...District wide early release at 12:15 PM
Oct 11... Senior High Parent Conferences
Oct 13...PSAT
Oct 15...District wide early release at 12:15 PM
Oct 22-23...Cabaret
Oct 23... ACT Test
Oct 28-29...NO SCHOOL
Nov 3-5...Final Exams
Nov 5... End of 1st term – Early Release at 12:15 PM
Nov 5... Registration deadline for Dec. 11 ACT Test (Portage)
Nov 23...Blood Drive
Nov 25-26...NO SCHOOL - Thanksgiving Vacation
Dec 9... Holiday Concert
Dec 11...ACT Test at Portage 8:00 - Noon
Dec 23...District wide early release at 12:15 PM
Dec 24-Jan 2...NO SCHOOL - Winter Break
Jan 4...Local scholarship applications available
Jan 7...Registration deadline for Feb 12 ACT Test (Portage)
Jan 13...Parent Orientation & Course Fair
Jan 18-20...Final exams
Jan 20... End of 2nd term
Jan 21...NO SCHOOL
Feb 7...Completed local scholarship applications due in Counseling Office by 3:30 PM
Feb 12...ACT Test at Portage - 8:00-Noon
Feb 12...Jazz Cabaret
Feb 17...Senior High Parent Conferences
Feb 18...District wide early release at 12:15 PM
Feb 25...District wide early release at 12:15 PM
Feb 26...Solo & Ensemble
Mar 4... Registration deadline for April 9 ACT Test (Portage)
Mar 11-13...School Musical
Mar 16-18NO SCHOOL - Spring Break
Mar 22...Mid Winter Concert – 7:00 p.m.
Mar 29...Blood Drive
Mar 30-Apr 1...Final Exams
April 1...End of 3rd term – Early Release at 12:15 PM
April 9...ACT Test at Portage – 8:00 – Noon
April 22-25...No School
April 30...Prom hosted by the Junior Class in P.H.S. gym
May 2-13...AP Exams in all AP subjects
May 6... Registration deadline for June 11 ACT test
May 12...Spring Band Concert
May 16... Awards Night - 7:00 p.m. Presentation of scholarships
May 19...Spring Choir Concert
May 30...NO SCHOOL - Memorial Day
June 3... Graduation
May 31-Jun 3 Exam week for all students
June 3... End of fourth term – District wide early release at 12:15 -last day for students