



Portsmouth
High School



120 Education Lane
Portsmouth, RI 02871



Portsmouth **High School**

Student Handbook **2022-2023**



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Hello Patriots!

Welcome to a new year! As your new Principal I am so anxious to meet you, to get to know you and to support you. It is my goal to be responsive to your individual needs and interests. I will be visiting your classes frequently, organizing student voices forums and working with your teachers to assure that PHS has met and exceeded your expectations. You will be surrounded by outstanding teachers at PHS who will provide you with continuous, engaging opportunities for learning.

As a PHS scholar and member of our school community, it is our hope that you begin the new year with a mindset that inspires you to embrace new challenges, accept that failures do not define you and a belief that one must fail in order to truly learn and grow. As a valued member of our school community it is our expectation that you will do your part in creating a school culture and climate that inspires respect, kindness, empathy and a commitment to helping and supporting others while being the best you can be each and every day.

The staff and I have put together the Student Handbook in order to provide you with a clear understanding of our expectations along with information that explains such things as policies, programs and activities, etc.

Please make sure to read through the Handbook for it is your responsibility to have an overall understanding of the information provided as well as expectations and consequences for behavioral and academic related issues. Your advisory teachers will be reviewing the handbook with you soon.

The year ahead is going to be amazing and exciting. You will work hard, and play hard. Trust me when I say, you will remember these 4 years for your lifetime. PHS will be for many students the place where they discover their career path, the place where they meet their future partner, the place where they find a new interest or friend, the place where they recognize the joy of learning. The possibilities are limitless! Enjoy every minute!

Kind Regards,
Dr. Reale



Contacts

PHS Telephone Numbers

Student Absentee Call-in Line: 245-4998 Mailbox 505

Main Office_____683-2124
Guidance Office_____683-2139
Athletic Director_____683-1240
Fax_____683-1096

School Administration

Superintendent of Schools

Dr. Thomas Kenworthy

Deputy Superintendent of Schools

Dr. Elizabeth Viveiros

Director of Student Services

Charity Shea

High School Administration

Dr. Vanessa Reale, Principal

Jodilee Neves, Director of Freshman Academy

Jeff Rose, Coordinator of Student Life & Services

Amanda Turcotte, Assistant Principal for Teaching & Learning

Department Chairpersons

Steve Trezvant, Athletics

Donald Carrara, English

Sarah Hunicke, Library Media Services

Evan Denard, Mathematics & Computer Science

Joel Demarco, Health & Physical Education

Nycole Noble, Science

Marilyn Thompson, Social Studies

Lynn Hoegen, Modern World Language

Diane Creese, Fine Arts/ Career & Technical Education

Portsmouth School Committee

Emily Copeland, Chairperson

Juan Carlos Payero, Vice chair

Thomas Vadney, Clerk

Sondra Blank

Frederick Faerber

Isabelle Kelly

Karen McDaid



Core Values, Beliefs and Learning Expectations



PATRIOT PRIDE

Perseverance
Respect
Innovation
Dedication
Engagement

Portsmouth High School's beliefs about learning:

1. We are all members of a safe, supportive, and accepting community
2. All community members have unique talents to contribute
3. All community members are responsible for teaching and learning
4. All students have access to a diverse, verified and reliable curriculum with authentic learning opportunities
5. All community members have opportunities to explore ideas and achieve
6. All graduates will be college and career ready

All Patriots will learn to:

1. Access and critically analyze information to answer questions and explore ideas. ([Rubric](#))
2. Utilize effective problem solving strategies. ([Rubric](#))
3. Write proficiently for a variety of purposes. ([Rubric](#))
4. Communicate effectively in a variety of formats. ([Rubric](#))
5. Interpret and design visual messages for specific purposes. ([Rubric](#))
6. Engage in work with integrity, both independently and collaboratively. ([Rubric](#))
7. Use technology to discover and demonstrate knowledge. ([Rubric](#))



Non-Discrimination

It is the policy of the Portsmouth School Department not to discriminate on the basis of age, sex, ethnicity, religion, national origin, color or handicap in its educational programs, activities and employment practices in accordance with applicable laws and regulations. Additionally, the lack of English language skills of national origin minority persons will not be a barrier to admission and participation in vocational education programs. (Policy 5410)

Inquiries regarding compliance with laws related to sex discrimination and handicapped accessibility may be directed to Janet Marshall Middle Road, 683-1039. Questions related to equal educational and employment opportunity may also be directed to Robert L. Bailey, IV; Office for Civil Rights in Education; Rhode Island Department of Education; 22 Hayes Street; Providence, R.I. 02908; Telephone 277-2648.

Equal Employment Opportunity Policy

It is the policy of the Portsmouth School Committee to uphold the civil rights of citizens and to provide Equal Employment Opportunity without discrimination because of race, color, sex, age, religion, marital status, national and ethnic origin or handicaps. This policy is applicable to all employees of the Portsmouth School Department and related employee policies and practices. (Policy 4111.6)

The provision of Equal Employment Opportunity will be accomplished through a positive continuing program of affirmative action to be initiated by the Superintendent's Office. He/she will have overall responsibility for the action program and take such steps as are necessary to implement it throughout the Portsmouth School System.

The affirmative action programs will insure that all job applicants receive equal employment consideration and are treated fairly during employment without regard to their race, color, sex, age, religion, marital status, national and ethnic origin or handicaps. The affirmative action program will apply, but not be limited to, employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or compensation and training.

Each administrator within the Portsmouth School system will be responsible for unit implementation of the affirmative action program established by the Superintendent.

This policy of the School Committee represents our intent to comply with the spirit and letter of federal and state laws on Equal Employment Opportunity and Affirmative Action and will receive the widest possible dissemination. Full support by all employees is expected.



General Information

Arrival at School

Students arriving prior to 7:15 A.M. should enter directly into the cafeteria on the east side of the building. Student traffic prior to 7:15 is restricted to the cafeteria. Breakfast food is available for purchase.

Daily Schedule

PHS employs an alternate day, block schedule using a total of eight periods. Periods 1-4 meet on A-days and periods 5-8 meet on B-days. It is our belief that extended learning periods are more conducive to student-centered learning, authentic assessment and greater depth of understanding.

"DAILY" Bell Schedule		
<u>Period #</u>	<u>Start Time</u>	<u>End Time</u>
1 / 5	7:25	8:44
Advisory	8:48	9:18
2 / 6	9:22	10:41
3 / 7	10:45	12:32
Lunch #1: 10:45-11:12 / Lunch #2: 11:25-11:52 / Lunch #3: 12:05-12:32		
4 / 8	12:36	1:55

"EARLY RELEASE" (dates on PSD Calendar)		
*Note: Period Rotation Change (lunch is last block)		
<u>Period #</u>	<u>Start Time</u>	<u>End Time</u>
1 / 5	7:25	8:38
2 / 6	8:42	9:55
* 4 / 8	9:59	11:12
* 3 / 7	11:16	12:55
Lunch #1: 11:16-11:43 / Lunch #2: 11:52-12:19 / Lunch #3: 12:28-12:55		

"Advisory First" (first day of S1 & S2 - to hand out schedules)		
<u>Period #</u>	<u>Start Time</u>	<u>End Time</u>
Advisory	7:25	7:55
1 / 5	7:59	9:18
2 / 6	9:22	10:41
3 / 7	10:45	12:32
Lunch #1: 10:45-11:12 / Lunch #2: 11:25-11:52 / Lunch #3: 12:05-12:32		
4 / 8	12:36	1:55

Emergency Information

Parents or Guardians are required by school policy to submit the following emergency information:

1. Home telephone number.
2. Telephone numbers of both parents/guardians at work.
3. Telephone numbers of two individuals who will be willing to come for the student at school in case of illness or serious injury, and assume responsibility.

Students for whom information is incomplete are subject to disciplinary action. All telephone numbers are treated confidentially. Parental refusal to call for an ill student or to send a designee is recorded in the student's record.



Fire Drills and Emergency Evacuation

- Fire drills are required by law.
- When the fire alarm sounds all students shall evacuate the building in such a manner as to insure the safety and welfare of others.
- Exit the building to a safe place with your class at least 50 feet away from the building and await further instructions.
- Students are to remain in a group with their class and teacher.
- Never re-enter the building until you are instructed to do so.
- **All students must participate in the following Emergency Procedural Drills:**
 - Lock Down Mode: All classrooms and offices will be secured from the inside. No student may enter or leave under any circumstances. Instructions will be announced over the intercom.
 - Evacuation: In the event a situation exists where students must be moved, the evacuation will be to Independence and Reise Terrace and Independence Court. Buses may be dispatched from there.

Health Requirements

Students are required to comply with the State health regulations in order to be in attendance in a public school. Parents of students who do not meet the requirements will be contacted by the school nurse and are required by law to meet these requirements in order to remain in attendance.

Health Services

The nurse's office is located in the A wing and is open during school hours. The primary functions of this office are to deal with student health issues and concerns as well as the storage and administration of medications and the performance of health screenings. A comprehensive health record is maintained for each student and includes immunizations, significant illnesses and injuries and physical examinations done at specified intervals by the student's physician. In most cases, information in this record spans the student's entire school career and can be a valuable resource in the years to come. Parents should keep the school nurse informed of significant health information to ensure the best possible care of their child and a complete and accurate health record.

- All students are required to have a physical examination to enter grade 10. All physical reports for school and sports should be routed to the nurse.
- Notes sent to school, which relate to health or absences due to illness, should be delivered to the nurse who will forward them to the appropriate personnel.
- Any student who wishes to see the nurse must have a pass from his/her teacher. This, of course, does not pertain to emergencies.
- In order to ensure student safety, dismissals due to illness must be arranged by the nurse and student must report to the main office prior to leaving the building. **Students are not to call home** for dismissal due to illness. This should be done through the nurse's office.



Medication Use/Storage of Medication

Students may not carry or take medications without the knowledge and consent of the school nurse. In the event that a student requires medication in school, written parental permission is required. Medication must be supplied in its original labeled container (local pharmacies will provide a duplicate bottle, free of charge, for use in school.)

Any medication which must be taken in school for more than two weeks requires a physician's order in addition to parental permission. Forms for long term medications are available in the nurse's office.

Any medication which is "abusable" or potentially "mood-altering" must be transported to and from school by the parent or guardian. This includes but is not limited to all medication for ADD/ADHD, narcotic pain relievers and prescription cough medicines, etc. Medications such as antibiotics can be brought to school by the student at the discretion of the parent or guardian. They should be delivered to the nurse immediately upon arrival to school.

Inclement Weather Plan

On mornings when conditions warrant (such as icy roads or snow) a "delayed opening of school" policy MAY be in effect. On these mornings, a "delayed" opening of schools announcement will notify parents, students and staff that the opening of school will be delayed for one hour, and school buses will run their regular routes exactly one hour later. Parents, students and staff should stay tuned to their radios. If weather conditions worsen or do not improve, a "delayed opening" may be changed to a "No School" announcement.

In the event that a "delayed opening of schools" procedure is in effect, the following will occur:

- Buses will run their regular routes one (1) hour later than usual.
- Classes will begin one (1) hour later than usual.
- Dismissal will be at the regularly scheduled time.

Academic Information

Academic Integrity

A Portsmouth High School's student learning expectation (civic and social) presupposes students will demonstrate a personal sense of ethics that will include honesty, integrity and self-control in school and at all school sponsored activities.

Therefore, students are responsible for earning grades honestly and honorably, to include homework. Failure to meet this responsibility will result in disciplinary action.

Cheating is defined as using someone else's work or labor with or without their knowledge, and representing it as your own. This includes (but is not limited to) giving or receiving answers or work on a task, test or quiz, removing tests or answers from the testing room, plagiarism, any use of a cell phone or other communication or recording device during the task/test. It is also knowingly giving your work or labor to another, for representation as his- or her-own produced work. Working together does not mean "copying."

If you assist someone in misrepresentation of their work in any way, it is considered cheating, even if there is no benefit to you as the accomplice. See "Code of Behavior" for further information regarding Academic Integrity and consequences if an infraction occurs.



Credit Requirements

All students are required to carry a minimum of 7.0 credits for the year.

Graduation Requirements

Twenty-three (23) credits will be required for graduation. The graduation requirements are the minimum number of credits in order to receive a Portsmouth High School diploma. The requirements are a minimum educational base upon which future goals may be developed.

Graduation Course Requirements

English	4 credits
Social Studies (includes U.S. History)	3 credits
Mathematics	4 credits
Science	3 credits
Physical/Health Education	2 credits
Technology	½ credit
Fine/Visual Arts	½ credit
Electives	6 credits

Effective for the Class of 2022 and beyond:

Portsmouth High School graduation requirements are in compliance with The Rhode Island High School Diploma System as prescribed by the Board of Regents for Elementary and Secondary Education. The requirements are in place to ensure that Portsmouth High School graduates are able to demonstrate proficiency in the five school-wide learning expectations. The course of study for all students at Portsmouth High School will include rigorous common demonstrations of proficiency for all courses and common end of course examinations. In addition, prior to graduation, all seniors must have successfully completed at least one of the following options in order to ensure all Portsmouth students are well prepared to embark upon their intended college or career pathway:

- Completion of a Career and Technical Education program, including an embedded capstone or a related student exhibition project.
- Completion of a RIDE sanctioned and Local Education Agency (LEA) approved pathway, including an embedded capstone or related student exhibition project.
- Completion of a Student Exhibition project - a RI Department of Education recognized performance-based diploma assessment option.

Comprehensive Course Assessments (CCA)

Each full year course will require students to demonstrate proficiency in at least two Comprehensive Course Assessments (CCA). Single semester courses require one CCA. These assessments allow students to *demonstrate proficiency*, in addition to maintaining a passing grade average in all core classes.

Students will have multiple opportunities to demonstrate proficiency. CCA assignments are evaluated and validated by interdisciplinary professional committees who look at fairness, rigor, and alignment to standards. The third element is that every core class will have a *common final exam* to serve as an additional opportunity for proficiency demonstration. In order to earn credit for a course, a student must maintain a numerical grade average of at least 65 and meet the standard for proficiency for all CCAs.



Students who fail to submit a passing CCA within 10 school days of the due date will be referred to the appropriate Department Chair in order to schedule a time to complete the CCA. Students will not earn a passing grade in any course for which a CCA is not completed. Students must also pass all CCAs in order to be eligible for summer school credit recovery.

PSAT, SAT, and NGSA

Grade 9, 10, and 11 students are required to take the PSAT and the SAT, respectively during the school day. The 11th grade SAT test fulfills the Federal school accountability mandate. These assessments will be provided during the school day, free of charge to students. Grade 11 students are also required to participate in the State mandated Next Generation Science Assessment (NGSA).

Graduation Policy

Graduation ceremonies are held as a student recognition program for students who are eligible for a diploma. Participation in graduation exercises is a privilege extended to students who have upheld ethical standards, both in school and in the community, who maintain a positive image of Portsmouth High School, and who satisfactorily meet the requirements set forth by the School Committee to receive a diploma.

Graduating students must participate in all mandatory graduation rehearsals. Students who do not attend graduation rehearsal will be required to serve compensatory time assisting with the set-up of graduation ceremonies on the morning of the event.

Grading

All teachers will make known to the students at the beginning of each course the marking procedures and homework policy that will be used for grading in that course. Grades determine eligibility for interscholastic sports, extra-curricular activities.

Letter Grades, Numerical Averages and Quality Points

Letter Grade	Numerical Average	Quality Points	Letter Grade	Numerical Average	Quality Points
A+	97-100	4.0	C+	77-79	2.333
A	93-96	4.0	C	73-76	2.0
A-	90-92	3.666	C-	70-72	1.666
B+	87-89	3.333	D+	68-69	1.333
B	83-86	3.0	D	65-67	1.0
B-	80-82	2.666	F	0-64	0.0

Grade Point Average (GPA)

GPA is computed by multiplying the quality points for each of the student's grades times the credit value for the course (1.0 for full year courses, .5 for semester courses) and dividing by the total number of credits attempted. Courses designated as honors (H), Advanced Placement (AP), or Advanced Course Network classes approved by the state receive one extra quality point for a grade of A, B or C and a "weighted GPA" is calculated. Weighted and unweighted grade point averages are included on student transcripts.



Honor Roll Status

At the end of each quarter an honor roll will be published. Students with grades of all A's earn High Honor status while students with grades of all A's and B's earn Honor status. Each quarter Portsmouth High School recognizes students who maintain Honor Roll status.

Incomplete Grades

Students who receive a grade of "I" for any marking period have two weeks to complete their work. An Incomplete may only be approved by a School Counselor, School Nurse, or School Administrator and will only be issued for documented, extenuating circumstances. Unless special permission is granted any incomplete grades after two weeks will revert to the original/failing grade.

Interim Reports

On designated dates at the midpoint of the quarter parents are invited to view the ASPEN portal to get an updated view of a student's progress. See Portsmouth High School calendar for specific dates.

Report Cards

Report cards are issued quarterly during the school year to inform both students and parents/guardians regarding the level and quality of school work achieved by the individual student. Report card grades determine eligibility for interscholastic sports, extra-curricular activities and student parking. See Portsmouth High School calendar for specific dates.

Final Exam Schedule/Timetable

Students are expected to take final exams during the regularly scheduled exam period. Exams will be made up at the teacher's convenience. Requests to take exams at an alternate time must be submitted in writing to the Principal. The request must be signed by a parent and contain the reason for the request. Upon administrative approval, an arrangement is to be made between student and teacher. Once the arrangement is made it must be properly recorded with the administrator.

Requests to take exams before the exam schedule begins must submit the waiver form available in the guidance office for principal review. Only in extreme cases will requests for early exams be approved. Upon the principal's approval, arrangements will be made between teachers and the student. The arrangement must be properly recorded with the principal prior to taking the exam. **Failure to fulfill final exam responsibilities during the prescribed time will result in a zero on the exam.**

Homework

Home study is a necessary part of each student's educational program. A reasonable amount of study and preparation is necessary for the educational growth of students. The minimum recommended time for this home study is 90 minutes for grade 9 students and 120 minutes for grade 10, 11, and 12 students.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. Students are urged to budget their time to complete assignments in the time required or allocated.



Make Up Work

It is the responsibility of the student to arrange appointments with teachers so that work can be made up and credit received. These arrangements should be made as soon as possible after students return from absence. Extension of the make-up date may be granted by mutual agreement between the individual teacher and student. Should a student fail to make up missed work within the given time or fail to reach an agreement with the teacher, no credit for the work missed will be granted.

- When a student is absent, he/she must take the responsibility for making up the class work that is missed.
- If a student is expected to be absent from school for 3 or more consecutive days, the student should solicit work in advance from their teachers whenever possible. Students may also request the support of their school counselor.

Learning Centers

- Learning Centers will be used to complete academic work.
- No sitting on tables, backs of chairs, or radiators.
- The manner in which the learning centers are conducted and the expected behavior of students in that class will be in conformity with school rules and regulations.
- Teachers shall issue passes if a student needs to leave for any reason.

Student Support Services

Section 504 of the Rehabilitation Act of 1973

The Portsmouth School Department is committed to the concept that no otherwise qualified individual with handicaps shall solely by reason of their handicap, be excluded from participation, be denied benefits of, or be subjected to discrimination under any program or activity. (Policy 5411)

This policy prohibits discrimination on the basis of handicap in numerous aspects of life, including employment, education, architectural accessibility, and health, welfare, and social services.

The following person is the designated Compliance Coordinator of Section 504:

Kimberly Aguiar, Director of Finance and Administration
Portsmouth School Administration Building
29 Middle Road
Portsmouth, Rhode Island 02871
Telephone: (401) 683-1039

The principal or his/her designee of each school is the Building Coordinator for Section 504.

Detailed information about student support services can be found in the Program of Studies.



Additional Services/Information

Books

Books, which are school property, are loaned free of charge to you and should be covered and returned in good condition when called for by the teacher or when leaving school. Reimbursement is your responsibility if you fail to return a book or other school property. You should expect to pay for school property, which has been lost or unnecessarily mutilated.

Cafeteria/Food Services

Students may purchase lunch in the cafeteria or order from the a la carte menu. The cafeteria participates in the Federal/State Free and Reduced Lunch Program. Applications for this are available in the Main Office.

- Any class or school activity wishing to sell anything in the cafeteria during lunches must have the written approval of the Administration. Forms may be obtained from the Assistant Principals.
- Theft from the cafeteria will result in disciplinary action up to and including suspension, police notification, and possible removal from the cafeteria for the remainder of the school year.

In order to reduce the time your child spends in the cashier line, we encourage parents to make prepayments.

- Parents/Guardians can pay for meals by cash or check (made out to Portsmouth School District). Please write your child's name on the memo line of the check.
- Parents/Guardians can also go to www.myschoolbucks.com to make payments online.
- Students cannot "charge" meals to their account. Food cannot be purchased if the account does not have the funds to cover the cost of the item(s).

If checks are returned to Chartwells from the bank with insufficient funds, there will be a \$25.00 fee charged to your child's lunch account. Any questions about food service, please call Sue Conti at 682-1563.

Students are to clean off the area where they have eaten and place trash in the appropriate receptacle.

Computer and Internet Use

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. (Policy 5150)

Weekly Bulletin

A weekly bulletin is published at the beginning of each week. It is posted on the website and sent electronically to parents, teachers, and students. Material submitted for the bulletin must be submitted to the Main Office by Friday to be included in the following week's bulletin.



Field Trips

All students planning on going on a field trip must submit a completed and signed permission form to the teacher, at least 4 days prior to the trip. Students are responsible for work missed from classes. All school rules and regulations are in effect on a field trip sponsored by Portsmouth High School.

Library/Media Services

The school library is open during school hours for student and faculty use. The library has a large collection of books and materials for circulation and access to statewide inter-library loan. Online resources are available at phspatriots.libguides.com. The library is open from 7:15 A.M. to 3:00 P.M.

Lockers:

Students will be assigned lockers for their use however, **the locker remains school property, and periodic inspections may be made of student lockers.** Only school issued locks may be used. An open/unlocked locker is an invitation to theft; students are responsible for locker contents. Lockers are to be used only before and after school and between classes. Improper use of a locker will result in appropriate disciplinary action and reimbursement for damages. (Policy 5510)

Lost and Found

Any item found in a classroom should be turned over to the teacher in order that it may be returned to the owner. There is a Lost and Found box located in the Custodial Area in the D wing. Any item that is found outside the classroom should be placed in this box. Items of any value should be turned in to the Main Office staff.

Personal Property

The school will not assume responsibility for the loss or theft of personal property or articles of any nature that have been forgotten or left in classrooms, cafeteria, gymnasium, etc.

Resident Requirements

Only children who legally reside within a family residence of bona fide parental control shall attend the public school programs in the Town of Portsmouth. A family residence must be occupied and located within the boundaries of the Town of Portsmouth. Parents/Guardians must provide proof of residency if residency is in question.

Any student/family that moves to a different location, within the Town of Portsmouth, must notify Central Administration and provide proof of residency.

Student Assistance Program

The student assistance counselor operates in cooperation with RI Student Assistance Services. He or she provides counseling and referral services for students experiencing a problem with any alcohol/chemical matters, as well as any other problem or needs of a student. Conversations between students and the Student Assistance Counselor are confidential.



Student Parking Procedures

In adopting a policy regarding student parking at Portsmouth High School, it is important to remember that PHS is a community dedicated to the positive development of its students in a facility that is accessible, safe, healthy, aesthetically pleasing and secure. Bus transportation is provided for any Portsmouth student living beyond the statutory walking limit. Students are expected to walk, ride the bus or obtain a ride and be dropped off. It is recognized that there are occasions where having a student drive to school and park on campus is more convenient for students and families than relying on other modes. Opening up a campus for student parking, however, increases the likelihood for a variety of problems, not the least of which is jeopardizing the safety of students. This student parking policy is an attempt to balance the issues of safety and convenience.

The PHS Administration is authorized to grant parking permits to seniors and juniors. The following regulations apply to student parking.

When parking on campus, the student will:

1. Operate their motor vehicle safely, reasonably and in accordance with all applicable traffic laws.
2. Have their parking permit sticker displayed as directed.
3. Park appropriately in the space provided.
4. Maintain proper registration, insurance, and inspection and have it available on demand.
5. Arrive by 7:15 A.M.
6. Drive no more than 15 MPH while on campus.
7. Refrain from playing loud music.
8. Not park in visitor parking (across from the main office).
9. Not park in faculty designated parking (red lined spaces)

In order to maintain the privilege to park on campus, the student will:

1. Comply with all other school rules as described in the student handbook.
2. Adhere to the student/parent agreement as it pertains to participation in extracurricular activities.

In the event of the following, parking spots may be forfeited and/ or revoked for a period of time:

1. Any breach of conduct that results in the student being suspended from school.
2. Being late to school **more than three** times per quarter - **unexcused**.
3. Breaching any of the above provisions describing the proper way to operate the motor vehicle.
4. Using the vehicle to attempt to leave school grounds without permission or to transport other students who are leaving school grounds without permission.
5. Parking on campus when privileges have been suspended.

The Portsmouth High School administration reserves the right to:

1. Suspend or revoke parking because of violations of these parking policies as well as violations of the school disciplinary code.
2. Search a vehicle given reasonable suspicion of wrong-doing.
3. Tow vehicles, at the owner's expense, that are parked on campus in an unauthorized location.
4. Assign a consequence for parking violations.



Unauthorized cars parked on campus will be subject to towing at the owner's expense. No warnings will be issued. Portsmouth High School assumes no responsibility for any lost or damaged property while vehicles are parked or operated on campus. Students who choose to park their vehicles off campus do so at their own risk.

Transportation

Bus transportation to and from school is provided by the School Committee. It is considered to be part of school and school policies apply. Students are to refrain from any conduct that may cause damage to the bus, harm to others, activity that may distract the driver, or any behavior that may cause an accident. Misconduct may result in loss of bus riding privileges and school disciplinary action. Video cameras are operational on the buses. (Policy 5131.3)

- Students riding on buses not assigned to them are prohibited unless it has been approved by an assistant principal.
- Students attending Newport Area Career and Technical Center (NACTC) at Rogers High School are required to ride school transportation unless specific authorization has been granted by the Portsmouth High School Administration.
- Late Bus (Little Compton only) - The purpose of late buses is to accommodate students with a legitimate need for transportation other than the usual schedule.

Visitors

All visitors shall first come to the Main Office for an official Visitor's Pass. State Law provides that unauthorized visitors can be removed by the Police. Portsmouth High School is unable to host visiting students, except those who are here on official school business.

Working Papers

Working papers are available for those who are fourteen years of age and who present a birth certificate and "Intent to Employ" form properly signed by the hiring person and parent, to the Guidance Office.

School Dances

All school dances will be approved by both the Student Council and the Administration. Tickets will be sold on Tuesday, Wednesday, and Thursday during all lunches, and Thursday after school from 2:00-2:30 P.M. Tickets must be paid for at the time of purchase. **Tickets are not transferable.**

Dances are limited to Portsmouth High School students and their high school age guests. Guests must complete a form that is signed by the host student and host parent. For proms, requests will be given individual consideration by administration.

All students must arrive at the dance no later than one hour after it begins and will not be admitted late unless granted prior permission by the Principal. If for any reason a student leaves the dance, he/she will not be readmitted. Students may not leave PHS dances until ½ hour before the dance ends and during proms one hour before the end of the dance. If any student displays inappropriate behavior, the student will be removed from the dance.

Students absent on the day of the dance may not attend that dance. For Saturday dances, students must have attended school on Friday. Dismissals from school on the days of proms will not be honored until 12:27 pm.



Students assigned to out-of-school suspension, in-school suspension, or who have unfulfilled consequences, including teacher detentions, are not allowed to attend. **Students are subject to immediate dismissal for inappropriate behavior, use of/under the influence of alcohol or drugs at or prior to any school function.**

Dance Behavior

Sexually explicit dancing will not be tolerated.

Dress Code for School Dances

The following is the dress code for semi-formal dances at Portsmouth High School. Jeans, sweatshirts, t-shirts, gym or beachwear are not suitable for semi-formal dances. The junior and senior proms are considered formal events requiring formal attire. Financial assistance for students facing economic hardship is available.

Social Functions

All school functions held after regular school hours are considered part of the educational program and as such are governed by school policies and regulations.

Student Clubs and Activities

Portsmouth High School is committed to providing a variety of extra and/or co-curricular activities that afford students an opportunity to expand their interests and develop their talents. Participation in any extra-curricular or co-curricular activity is considered an extension of the school day and the rules of conduct that apply to the normal school day apply to the activity.

Some clubs are sanctioned and supported by the school. That is, an advisor is appointed by the administration to supervise and administer club activities. Clubs in this category are co-curricular and reflect a connection to the Portsmouth High School program of studies. From time to time they may conduct activities during the regular school day with the permission of the principal. In order to participate in these clubs students must sign the Student/Parent Agreement for Participation in Extracurricular Activities and maintain academic eligibility.

Examples of Sanctioned Clubs and Activities

- | | | |
|--------------------------|-------------------------------|--------------------|
| • Band & Jazz Band | • Language Honor Society | • Science Olympiad |
| • Chess Club | • Literary Magazine | • Sailing Club |
| • Chorus | • Math Team | • Student Council |
| • Class Executive Boards | • Mock Trial | • Vocal Ensemble |
| • Computer Club | • National Honor Society | • Yearbook |
| • Drama Club | • Gender & Sexuality Alliance | |



Other less formal clubs are recognized by the school and allowed to meet on campus during after-school hours with a volunteer faculty advisor. These clubs generally reflect the common interest of a group of students who wish to pursue their interest in a supervised environment after school. Clubs in this category may vary from year to year depending on student interest and the availability of volunteer supervisors. In accordance with the Equal Access Act of 1984 student religious groups are also allowed to meet. In order to participate, students must submit a parent permission slip to the club supervisor.

The procedure for forming a club is as follows:

1. Interested students submit a written proposal to the principal that includes a statement of purpose for the club, proposed activities, a list of interested students and the signature of a volunteer advisor.
2. The principal will then consider the proposal along with its merits and the effect that such a club may have on the educational process of Portsmouth High School. Clubs that bear no connection to our educational mission, jeopardize the health and safety of students or create a substantial disruption to the educational process of the school will not be approved.
3. Permission is then granted for the club to form and conduct regular meetings and activities.

Student Religious Groups

Portsmouth High School fully recognizes the constitutionally guaranteed right of students to practice their religion while at school. It also fully recognizes its constitutional responsibility as a state institution to maintain a position of absolute neutrality in religious matters so as not to favor one religion over another or to favor religion over non-religion. In accordance with the Equal Access Act Of 1984 students may petition the principal to form student religious groups and meet regularly on campus after school hours. In order to properly observe the Constitutional rights of all our students we require that religious groups operate with the following guidelines:

1. Activities are to be completely student-generated and student-led with no participation by supervisors, adults or outside groups.
2. General announcements are made only to state the time and place of upcoming meetings and not to proselytize religious messages.

Fund Raising

Students may only engage in raising funds for school activities when they are under the control of the Administration.

Approval requires all of the following conditions:

1. The project has been selected by the student group in conjunction with the advisor.
2. The project has been approved by the Student Council and Activities Coordinator.
3. The project has been approved by the Principal.

It is the policy of the School Committee that students will not participate in non-approved fund raising. Lotteries, raffles and games of chance are not appropriate fundraisers for students.

Photo/Videotape Footage

Photos and videotape footage of Portsmouth High School students involved in various school-related activities are often used as part of the high school's educational and community relations program. Photographs/videotape may be used for educational purposes, in district publications, video productions, television, and on the district's web page.



Posters and Decorations

Before hanging items anywhere in the building, students must have approval from their activity advisors and the principal. All items shall be restricted to display on bulletin boards and/or on tile surfaces. All posted items must be removed within a reasonable time following the activity. Only school sponsored activities may be advertised.

National Honor Society

The National Honor Society promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service.

Membership in the NHS is a privilege which must be earned by demonstrating Scholarship, Character, Service and Leadership during your four years at Portsmouth High School. Initial selection of candidates is made at the end of the first semester of the junior year. To be eligible for membership, a student must have a cumulative weighted GPA of at least 3.3 at the completion of the junior year. Dropping a course as a junior or senior to maintain this GPA affects consideration for nomination. Final selection is determined by a general faculty survey and committee review of the factors mentioned above.

Each candidate's school department record is reviewed as part of the selection process. Major infractions, including plagiarism or casting a negative impression on Portsmouth High School, may be grounds for exclusion from membership in the NHS.

Each candidate must also complete fifty hours of voluntary community service, ten of which must be in peer tutoring after initial selection and before induction. Verification of the completed service must be submitted to the review committee four weeks before the induction ceremony.

Once selected, each member has a responsibility to continue to demonstrate the qualities of scholarship, service, leadership and character and maintain standards of membership through his/her senior year. The following guidelines will give further help in the definition of leadership, service, and character.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- Is thoroughly dependable in any responsibility accepted.

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.
- Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.



- Is willing to represent the class or school in inter-class and interscholastic competition.
- Completes committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

Source: National Association of Secondary School Principals' National Honor Society Handbook.

National Honor Society Selection Procedure

1. The principal will appoint a National Honor Society advisor and a Faculty Council at the start of each school year.
2. Following the issuance of report cards in January all junior and senior students with the qualifying GPA of 3.3 will be notified of their eligibility prior to February vacation and asked to submit a Student Activity Summary Sheet to the NHS advisor. Submission of an SAS gives the Faculty Council permission to solicit information from faculty and staff regarding character, leadership and service.
3. In March, a list of those students who submit Student Activity Summary Sheets will be disseminated to the faculty for their input. Faculty members will be asked to rate candidates on the strength of their character, leadership and service. Faculty who give a student a rating of 1 (the lowest score) must submit a written explanation for giving the lowest score or the rating will be ignored.
4. The NHS advisor will compile the Faculty Rating Sheets and the Student Activity Summary Sheets and present them to the Faculty Council. The Council may solicit information from faculty and/or administrators to clarify a student's candidacy. Based on the entire information the Faculty Council, by majority vote, will decide which students are appropriate for induction into the National Honor Society.
5. The Faculty Rating Sheets and any written explanations will be collected in strict confidence, kept in strict confidence and destroyed upon their review by the Council.
6. Members will be inducted in April, provided they agree to abide by the rules and conditions of the National Honor Society of Portsmouth High School (community service, conduct, meeting attendance, etc.).



Students not selected by the Faculty Council

1. Students who are not selected by the Faculty Council will be notified by the NHS advisor and told of the category that was the cause of the student's non-selection (character, leadership, or service).
2. Non-selected students may appeal the Faculty Council's decision to the principal. If the student believes the Faculty Council has made an error in judgment or a procedural error and the principal believes there is sufficient reason for reconsideration, he will notify the advisor to reconvene the Faculty Council.
3. The non-selected student may then submit in writing any information he/she feels is necessary for the Faculty Council to fully assess he/her candidacy (essays, letters, etc.)
4. The Faculty Council will reconsider the student for selection in the NHS and make their decision by majority vote.
5. While the deliberations of the Faculty Council are kept confidential, nothing in this procedure should be construed to preclude a student from seeking advice and/or counsel from a member of the PHS faculty on the topic of the student's suitability for membership in the National Honor Society.

NOTE: NHS members whose weighted GPA falls below 3.3 will be placed on probation for one marking period. During that period, the members must improve their academic standing or face removal from the Society.

Student Council

The general aims of the Student Council are:

1. To represent the students' views to the Administration.
2. To coordinate the recreational, social and school functions as they pertain to the Student Body.
3. To maintain a calendar of all school functions.
4. To coordinate class/student council elections.

Advisors

Student Council Advisor is also designated as the Student Activities Coordinator. The Advisor grants approval of all non-athletic student activities and is responsible for the overall supervision of such events.

Class Government Advisors

Each class shall have a faculty member who is responsible for the overall supervision of all class activities. Class officers shall be as follows; President, Vice President, Secretary and Treasurer.

Student Council Officers

The Student Council shall have as its governing body the following officers: President, Vice President, Secretary, and Treasurer. There will also be five representatives from each class. These representatives will be elected by the student body in their respective grade levels. Altogether there will be twenty members of the Student Council. The Student Council will meet, before or after school, once every other week at a time and place stated in the by-laws. Meetings will be open unless decided otherwise and voted on by the members of the Student Council.



Code of Conduct for Student Council

We believe that efforts to encourage positive, confident and assertive student leadership can begin to change current social norms that encourage and support use. We believe student leadership can help create an environment that encourages and rewards chemically free social activity. Recent successes and advances in prevention efforts support the idea that helping students identify influences that encourage chemical use enables them to develop skills to resist those influences from their peers. Watching those peers demonstrate the skills to resist chemical use can provide the leadership that we believe is critical to reducing chemical use among students. Evaluation of school prevention efforts emphasizes the importance of peer led instruction in many curricula. Student leadership that helps students identify personal goals and values and then helps their peers identify how chemicals can either interfere with those goals or contradict those values can be an important component of our overall efforts to help students.

- The Student Council believes that strong student leadership can help students set goals, resist influences to chemical use, and reward safe and healthy behavior.
- The Student Council believes that students can play a powerful and positive role in helping to prevent chemical use problems among their classmates.
- The Student Council believes that students can play a significant role in helping classmates who are experiencing chemical use problems to find professional and compassionate support and treatment.
- The Student Council believes all student leaders can be encouraged and assisted to be chemically free role models for their peers, regardless of past choices and behavior.
- The Student Council believes that positive student leadership is the key component of any school or community prevention effort.
- The Student Council believes that school administrators are in a key role to influence policy development and provide support for student leadership to emerge.

Student leadership is a powerful and potentially positive influence for students to help create an environment in which it is acceptable and expected by peers to be chemically free.

Participation in School Activities & Attendance

Students must arrive on time to school and be present for the entire scheduled school day in order to take part in practice sessions, games, activities, or attend any school functions on that day, and also weekend school sponsored events. Any extenuating circumstances will be reviewed by the assistant principal.

Alcohol and Drugs Including Tobacco & Nicotine

Medical research substantiates that the use of alcohol and mood modifying substances produces harmful effects on the human body and will affect athletic and academic performance. Students who experiment with such substances jeopardize program morale, reputation and success, and they do physical harm to themselves and risk personal injury and harm to others during their sport/activity.

Students must decide if they want to hold a leadership position or want to be part of an athletic team. If they do wish to be a participant, they must make the commitment in order to do so. A significant part of this decision means refraining from the use of alcohol, drugs, tobacco, nicotine, and steroids. All students who wish to be a participant in a sports team or extra-curricular activity in Portsmouth must abide by the Chemical Health and Student Safety Policy listed on the next page.



Chemical Health and Student Safety Policy # 5131.01 (Drug And Alcohol Use By Students)

Purpose

This policy is established for the purpose of setting forth the Portsmouth School Committee's support of State and Federal law and regulation governing the possession and use of illicit drugs, mind or mood altering substances, alcohol, tobacco, designer drugs and possession of paraphernalia involved in the use of these substances. The intent of this policy is to set forth the School Committee's expectation in the event such use or possession occurs on or off school property.

The intent of this policy is to:

1. Promote prevention by encouraging students to abstain from the use of any mind or mood altering substances, including, but not limited to, illicit substances, tobacco, alcohol, inhalants, synthetic marijuana and improper use of prescription drugs.
2. Require intervention when student use is detected,
3. Ensure corrective disciplinary action is taken, and
4. Support aftercare programs for students.

Philosophy

The Portsmouth School committee cares about the health, safety and welfare of all Portsmouth students. The School Committee has developed this policy to guide students to healthy decisions. The policy will be implemented to govern the use and possession of drugs, alcohol, tobacco, inhalants, synthetic drugs and paraphernalia on or off school property, at a school-sponsored activity or event, or in any way related to the conduct of program and activities of the Portsmouth School Department. The School Committee reserves the right, without notice, to add to the banned substance list at any time.

Research statistics substantiate that the use of illicit substances is a major social health problem in the United States. The School Committee is committed to promoting a healthy lifestyle for its students and staff. The School Committee believes the following policy will accommodate concerns of parents, students, law enforcement authorities, and community members relative to substance abuse associated with the Portsmouth Schools. The school department supports its students in reaching their full potential in their academics and extracurricular activities. The opportunity for achievement is limitless when students are able to learn in a supportive and drug free environment.

Policy Statement For All Students

The use of, being under the influence of, possession of, or sale/distribution of illicit substances and/or paraphernalia associated with substance abuse is prohibited within the Portsmouth school buildings, in school vehicles or on school grounds at any time including school hours and school-sponsored activities. This policy also affects students within the established drug-free zones during non-school hours, vacations, and all activities on-site, etc. It is prohibited under this policy for any student off school property to use, be under the influence of, be intoxicated by, possess, sell or distribute illicit substances as stated by Rhode Island State law.

A drug-free zone has been established by the office of the R.I. Attorney General to include any boundaries that mark the school perimeter. It is further stated by the Attorney General's Office, persons convicted of



distribution or manufacturing of a controlled substance on public school grounds shall be punished by a term of imprisonment or a fine or both, up to twice the amount authorized by RIGL 21-28.4.01(A) or 21-28.4.07. This policy is inclusive and prohibits the use of illicit substances. Due process procedures governing suspension shall be adhered to for all violations of this policy.

The School Committee endorses this substance abuse policy in order to ensure the highest possible standards of learning; as well as assuring the maintenance of the highest possible level of safety, health, and well-being for all students.

A. Prevention

The Portsmouth School Department will provide students and parents with information and activities focused on preventing students from using illicit, mind or mood altering substances. Prevention activities will include an instructional program, guidance and counseling, and a supportive school climate.

The first official practice of any team sport at the High School or Middle School shall be devoted to a presentation on substance abuse and a review of the team rules, as well as comments from the Athletic Director and Principal or Vice Principal. As an alternative, presentations to combined teams may be offered each season.

All students participating in athletics and/or extracurricular activities, as well as a parent, will be required to sign a form each year indicating that both students and parents are aware of the rules for participation. ***This policy pertains to the high school and middle school.***

B. Intervention And After Care

The School Department will maintain a student assistance program to aid students, who are chemically involved to help address their harmful involvement with chemicals so they can be healthy and participate in school programs.

C. Self-Referral

Self-referral is defined as a student approaching a counselor or staff member independently without provocation and confiding in them about the substances with which they are involved. If the student were to self-refer to the Student Assistance Counselor or to a staff member prior to being involved in an incident where consequences are imminent, there would be no school sanction (consequence) imposed on the student. Continued participation in extracurricular activities or athletics would be based on an evaluation / recommendation submitted to the advisor / head coach and building Principal by the Student Assistance Counselor. The school district is committed to doing all they can to assist students who have self-referred.

Should a violation occur after the self-referral, consequences stated in this policy may be placed on the student.

D. Policy Expectations For All Students On And Off School Property

Medical research substantiates that the use of alcohol and mind/mood altering substances produces harmful effects on the human body and will affect mental and athletic performance. Students should not compromise their participation in their education, extracurricular activities, or athletics. Students



who experiment with such substances jeopardize school morale, reputation and success, do physical harm to themselves, and risk personal injury, as well as possible harm to other students and staff.

Students must make the commitment to refrain from the use of alcohol, drugs, steroids, and illicit substances as mandated by state law and/or Portsmouth School Committee. Students are considered in violation of this policy if they use or are in the presence of, possess, consume (including being under the influence of and/or distribute) any substance or paraphernalia, including but not limited to alcohol, tobacco, or nicotine. No student will consume any illicit substances or any prescription medication not prescribed to them by medical personnel.

This policy is in effect when on school property, at school functions or activities, as well as off school property. This policy is in effect year round.

E. Discipline

Students have the right to attend school in an environment free of alcohol, tobacco, and drugs that are mind or mood altering substances.

The consequences for violation of this Committee Policy Statement **on** district property shall result in disciplinary action. Where violations of the law are involved, law enforcement agencies will be notified. Students who are not participating in athletics or extracurricular activities at the time of the violation will be referred to the administration for disciplinary action and possible referral. Students who are participating in athletics or extracurricular activities will be disciplined according to policy.

Any student involved in a violation of the code of conduct that results in a suspension from school or activity, or charged with crimes outside of school, will lose the ability to serve as a leader of an extracurricular activity or as a captain of an athletic team and be ineligible to serve in a leadership role for a period of one calendar year.

Exceptions to disciplinary procedures must be reviewed and approved by the School Principal and the Superintendent of Schools.

F. Presence At Parties With Alcohol And Drugs

If a student attends a party or event where alcohol or drugs are being illegally dispensed or consumed by a member of the student body/ and or other individuals not of legal age, the student must make every reasonable effort to leave the premises safely and immediately or risk being in violation of the policy.

G. Cyber Images

Any identifiable image, photo, or video which implicates a student to have been in possession or in the presence of alcohol and or drugs (including tobacco and nicotine), or portrays actual use or crime, may be a confirmation of a violation of the code of conduct. Even though there is no way to establish a timeframe for where or when the images were taken, this is a responsibility that the student must assume. It is also possible that a person may attempt to implicate a student by taking such images, to place them in a situation where they might be in violation of this code standard. Students must take every precaution to not place himself/herself in such an environment.



H. Violations/Consequences

1. For a **first** violation a student will be suspended from all sanctioned events and extracurricular activities for two (2) weeks. The student will be reinstated for competition/activity once the requirements have been met. This suspension will be completed during the activity or athlete's season. If there is not sufficient time remaining in that season/activity to complete the suspension, it will be carried over to the next extracurricular activity or interscholastic sport season in which that student participates.

The student must meet with the Student Assistance Counselor and with the Athletic Director/Student Activities Director, coach or activity advisor, after which the student will be reinstated to the extracurricular activity or team.

2. For a **second violation**, in the same year or subsequent year(s), a student will be suspended from all sanctioned events and extracurricular activities for 90 calendar days (excluding summer vacation). The student will be required to forfeit their leadership or captaincy position. Referral to an outside agency for counseling may be made upon the discretion of the Student Assistance Counselor. If the student volunteers to become part of an approved chemical dependency or treatment program (at no cost to the School District), the student may return to participation after a minimum of 45 days. This treatment program must be certified in writing to the Athletic Director/Student Activities Director by a doctor or counselor.

3. For any **additional violation** in the same year or subsequent year(s), a student will be suspended from all sanctioned events and extracurricular activities for 365 calendar days.

Consequences Of Use Of Cigarette, Cigar And Smokeless Tobacco, Any Nicotine, Electronic Cigarettes

1. For a **first violation**, an athlete will be suspended for the next sanctioned event. Suspension for a student participating in an extracurricular activity will be decided by an administrator and the activity director, following the current guidelines of the policy. Every effort will be made to treat all extracurricular activities equitably. The suspended student may return to the team or activity for practices or meetings only. The student will be reinstated for competition/activity once the requirements have been met. This suspension will be completed during the activity season, if not sufficient time remaining in the season, the suspension will be carried over into the next extracurricular activity or interscholastic sport season in which that student participates.

2. For a **second offense**, in the same year or subsequent year(s), a student will be suspended from all sanctioned events and extracurricular activities for 30 calendar days (excluding summer vacation).

3. For any **additional violation** in the same year or subsequent year(s), a student will be suspended from all sanctioned events and extracurricular activities for 365 calendar days.

Exceptions To Disciplinary Procedures

Exceptions to disciplinary procedures must be reviewed and approved by the Superintendent of Schools.

Policy Adopted: 09/24/13



Participation Agreement

A Participation Agreement must be signed by the student and parent and placed on file with the appropriate coach/advisor.

Minimum Participation Standards for Extra Curricular Activities and Athletics

Extra curricular activities are sponsored in the Portsmouth Public Schools to complement the primary function of the schools - intellectual growth to the greatest potential of each student and the development of mature individuals capable of conducting themselves as contributors to the community. (Policy 5113.1)

Extra-curricular participation and the representation of one's school is a privilege - a privilege to be enjoyed by each student upon completion of the student's primary responsibility.

It is the goal of participation standards to encourage our students to work harder and to meet their academic responsibilities at a level more consistent with average and acceptable performance.

Students may be denied participation because of poor academic performance (pursuant to the criterion defined herein) and/or the occurrence of an incident which required discipline in the form of any suspension or detention. Denial of participation in extracurricular activities shall coincide with the period of suspension or detention.

In addition, students who are reported to be in violation of laws, rules and regulations promulgated by federal, state and local authorities, or in violation of the school code of conduct, will have their participation privileges suspended until their alleged involvement or violation is resolved.

Academic Requirements for Participation

In order to participate in activities/athletics each student must earn a passing grade of D or better in every course in which the student is enrolled. According to the Rhode Island Interscholastic League (RIIL), students must pass at least 60% of their credits each quarter in order to be eligible to participate. If students are ineligible to participate by Rhode Island Interscholastic League standards, they are not eligible for the Principal's Academic Probation Program. If a student receives a failing grade for a course for the marking period but passes at least 60% of the courses being taken he/she may still participate by going on the Principal's Academic Probation Program. Terms of the Academic Probation Program are as follows:

1. Any student with a failing grade is ineligible to participate for a period of two weeks following the issuance of report cards to the general student body.
2. During the initial two-week period of ineligibility the student on probation should report to the Principal's Office for a complete copy of School Committee Policy 5113.1 and a blank Eligibility Progress Report form.
3. The Eligibility Progress Report (EPR) contains all reporting dates for the subsequent marking period. It is the responsibility of the student to bring the EPR to ALL of his/her teachers for input on performance, behavior and effort.
4. The EPR should be returned to the principal's office on the specified dates and must indicate successful progress in ALL courses. If successful progress is indicated, the student will be declared eligible for the next two week period, until the next EPR is due.
5. While on Academic Probation students are encouraged to schedule regular extra help sessions with teachers.



The definitive date for determining eligibility is the day report cards are issued to the general student body. Forgery or other breaches of academic integrity in this process will be reported to the assistant principal as a disciplinary matter and risk dismissal from the activity for the remainder of the quarter.

Final course grades from the previous year will be used to determine eligibility.

Sports

Portsmouth High School participates in the Rhode Island Interscholastic Program sponsored by the Rhode Island Association of Secondary School Principals.

Eligibility for Interscholastic Sports

To be eligible to participate in any interscholastic sport a student must have met all of the requirements set forth in the Rhode Island Interscholastic League's book of Rules and Regulations, Current Edition, published for the Rhode Island Association of Secondary School Principals Committee on Athletics.

Students must also be in compliance with the School Committee policy 5113.1. Physical exams are also required.

In addition, a student must register for athletics. For registration instructions, please go to: [PHS Athletics](#)

Interscholastic Sports Offered At PHS

	<u>BOYS</u>	<u>GIRLS</u>	<u>CO-ED</u>
F A L L	Cross Country	Cheerleaders (Varsity, JV)	Unified Volleyball
	Football (Varsity, JV, Freshmen)	Cross Country	
	Soccer (Varsity, JV)	Tennis	
		Soccer (Varsity, JV)	
		Volleyball (Varsity, JV)	
W I N T E R	Basketball (Varsity, JV, Freshmen)	Basketball (Varsity, JV, Freshmen)	
	Hockey	Cheerleaders (Varsity, JV)	
	Indoor Track	Gymnastics	
	Individual Swimming	Indoor Track	
		Swimming	
S P R I N G	Baseball (Varsity, JV, Freshmen)	Softball	Golf
	Track	Track	Unified Basketball
	Tennis	Lacrosse (Varsity, JV)	
	Lacrosse (Varsity, JV)		



Use of Gymnasium

The gym is not to be used by students after the close of school unless they are under the direct supervision of an interscholastic coach or intramural advisor.

Attendance Requirements

Attendance Beliefs

The Portsmouth School Committee, administration and faculty believes that full time attendance in school is important. Each class missed reduces the direct contact time between the student and teacher and thereby decreases the opportunity for the student to reach his/her full potential. The student's education should take precedence when a choice is possible between attendance and non-attendance at school.

The regulations below are designed to implement the intent of this policy and must be adhered to by all students, parents, certified, and non-certified staff.

Attendance Policy

The goal of the attendance policies and procedures of the Portsmouth School Department (PSD) will be to support and improve the regular attendance and performance of our students. The School Committee and Administration recognizes that regular attendance is vital to a student's success in school. In order to take full advantage of the educational programs offered, students must attend school on a daily basis. Regular attendance and parental support coupled with student effort are critical factors in learning and being successful in school. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian(s), and school personnel.

PSD will not be responsible for the educational progress of students who fail to maintain regular attendance or who are removed from school for extended periods of time contrary to law or good educational practices as determined by the district.

Expectations

PSD requires that the parent(s)/guardian(s) ensure the regular attendance of their children and inform the school of any absences and the causes of such absences. Any student who is not able to attend school must have a parent notify the school of the student's absence before 8:30 A.M. for each date of absence. Please call 245-4998 MAILBOX 505 to leave a voicemail message.

Medical Documentation

Under certain circumstances, PSD may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

According to the Attendance Policy of Portsmouth Public Schools:

Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a court appointment, family emergencies as approved by a school administrator and illness or injury as documented in writing by a medical professional and provided upon a student's return to school. All absences are recorded and reported as unexcused until notification of an approved reason for excused absence is provided to the main office. It is



the parent/guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused absence. Excuses will not be accepted later than two school days after the absence.

Unexcused Absences include All absences not covered by the definition of "excused absences" above shall be considered "unexcused."

Excused Tardies include when a student arrives to school after the beginning of the official school day. Excused tardies shall include a student's participation in an approved school-sponsored activity, observance of a religious holiday, a court appointment, family emergencies as approved by a school administrator and a doctor's appointment as documented in writing by a medical professional and provided upon a student's arrival at school the day of the appointment. Any student arriving after the start of the regular school day must sign in at the Main Office of their school. All tardies are recorded and reported as unexcused until an approved reason for excused tardy is provided to the main office. Excuses will not be accepted later than two days after the tardy.

Unexcused Tardies: All tardies not covered by the definition of "excused tardies" above shall be considered "unexcused."

Excused Early Dismissals: An early dismissal is the release of a student from school prior to the end of the student's school day. Excused early dismissals shall include a student's participation in an approved school-sponsored activity, observance of a religious holiday, a court appointment, family emergencies as approved by a school administrator and a doctor's appointment as documented in writing by a medical professional and provided upon a student's return to school. An early dismissal that is granted by the school nurse shall be recorded and reported as an excused early dismissal. All other early dismissals shall be recorded and reported as unexcused until an approved reason for excused early dismissal is provided to the main office. It is the parent/guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused early dismissal.

Unexcused Early Dismissals: All early dismissals not covered by the definition of "excused early dismissals" above shall be considered "unexcused."

Attendance Records

Attendance is taken every period by the teacher. Any student who is reported as having missed a class will have a conversation with their teacher to determine their rationale for missing class and to create a plan for makeup work. Assistant Principals will be available as needed to support these conversations upon requests. If any subsequent unexcused class absences occur, the student may be required to attend Saturday Academy and/or be placed in the In School Suspension Program.



Passes

Students in the corridors during the school day must have a valid pass.

- Room to Room - when a pupil passes from one room to another during a class period that pupil must have a completely filled out teacher signed pass.
- Lavatory - During the class periods students may use the lavatory in the same wing as the class the student is attending with a valid teacher signed pass.
- Library - A student may go to the library with a valid signed subject area pass. Students in study halls may use the library when issued a pass by the library staff.
- Guidance - Students may go to the Guidance Office by obtaining a valid counselor signed pass prior to the beginning of classes or by Counselor Request Slip.
- Main Office - Students may go to the Main Office with a valid signed teacher pass or one issued by the Administration.
- Nurse - Students may go to the Nurse with a valid pass signed by a teacher.

Passing from Class to Class

No student is allowed outside the school building during the passing periods. Movement from class to class is done only within the building with the exception of passing to and from the new gym with supervision from the teacher.

Tardiness to Class

Students at the High School are expected to attend their classes in a timely fashion. When a student is tardy to class, his/her late arrival results in a disruption to the class as well as a negative impact on the educational process. Students will be required to have passes to enter any classroom either from another teacher, the guidance office, the nurse's office, or the main office or they will be sent back to their original destination to obtain a pass from the appropriate adult. Students will be required to serve a teacher detention within two days from 1:55-2:15pm for excessive or frequent tardiness to class.

Tardiness to School

Any student who arrives at class after 7:25 A.M. must report to the Main Office. Students should plan to be in the building by 7:20 A.M. in order to arrive to class on time.

It is the responsibility of the student to clarify any valid tardiness with the classroom teacher.

Parking permits may be revoked for 4 unexcused tardies to school per quarter.

Tardiness Procedure

Any student arriving after the start of the regular school day must sign in at the Main Office of their school. All tardies are recorded and reported as unexcused until an approved reason for excused tardy is provided to the main office. It is the parent/ guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused tardy. Excuses will not be accepted later than two days after the tardy.

Students are permitted 3 unexcused tardies to school prior to receiving a consequence per quarter. On the 4th tardy during the same quarter, parking permits will be revoked for two weeks for students who drive and a Saturday Academy will be assigned for students who do not have parking privileges. For subsequent offenses in each quarter, a combination of parking revocation and Saturday Academies will



be assigned. Any student who is tardy to school unexcused on the fourth or subsequent day in the same quarter will not be eligible to participate in any extracurricular clubs, activities or athletics for the day.

Early Dismissal

Whenever possible, appointments should be scheduled so as not to interfere with the students' education. However, in the event an early dismissal is necessary:

- Students must bring a written note from a parent/guardian to the main office. It should include the name of student, date, time of dismissal, reason for dismissal, telephone number where parent/guardian can be reached, and a parent/ guardian signature. The student will be issued a dismissal pass allowing them to leave class at the indicated time.
- All notes must be verified by the school before the student is dismissed. Without telephone verification, a student will not be dismissed early.
- The Attendance Clerk in the Main Office will sign the student out and collect the notes and dismissal passes.
- Failure to report to the Main Office for dismissal will be regarded as unauthorized leaving of school grounds.

Student illness during the school day

- Should a student become ill during the school day, the school nurse, or designee, will contact a parent or person listed on a student's emergency card, if the illness requires the student to be sent home.
- Any absence from class as a result of illness must be by permission of the nurse or administration.
- A student leaving the building for illness reasons without permission of the nurse or designee, will be considered as having left the school building without authorization.

Emergencies

- The School Administration will dismiss individual students from school in emergency situations at its discretion.
- Telephone calls for emergency dismissals may require that the parent/guardian sign the student out in the Main Office.

Illness

When a student is absent, he/she must take the responsibility for making up the class work that is missed.

Short-term Illness

If a student is expected to be absent from school for 3 or more consecutive days, the parent is requested to call the Guidance Department for homework assignments for all academic subjects. The request will take approximately 2 days to fulfill. The parents must make the arrangements for getting the work from the Guidance Office.



Extended Illness

If a student is absent for an extended period of time or if the doctor treating the student can project long term absence, the main office, counselor, and school nurse should be notified, in writing, so that a proper referral can be made for tutorial services and arrangements for an adaptive school environment can be initiated.

Code of Behavior

At Portsmouth High School students are expected to conduct themselves in a responsible manner, and treat all others, fellow students and faculty with respect. It is important to emphasize the importance of the educational setting and to minimize activities that interfere and/or are inconsistent with the accomplishments of the school's goals. Student conduct, language, and dress should reflect the formality of the setting.

Alcohol/Drugs

While at school, on school grounds, or in attendance at school activities, students who are: a) found to be under an influence of alcohol or drugs or; b) found to have used or be in possession of alcohol or drugs or related paraphernalia will be suspended immediately, and may be subject to additional disciplinary consequences, including a possible referral to the Superintendent of Schools for a hearing, and, at his/her discretion, referred to the School Committee.

If a student is reasonably suspected to have used alcohol, the administration reserves the right to administer a breath analysis test to confirm the suspicion. **Refusal by the student to comply with the request will be taken as a confirmation of the suspicion.**

Students found to be selling or supplying or conspiring to sell or deliver drugs or alcohol while at school will be suspended immediately and may be subject to additional disciplinary consequences, including a possible referral to the Superintendent of Schools for a hearing, and, at his/her discretion, referred to the School Committee.

Assault-Verbal/Physical

An actual intentional touching or striking of another student, teacher or staff member against his or her will including a student physically attacking or fighting another student, teacher, or staff member or intentionally causing bodily harm. This includes an attack with a weapon or threat with a weapon.

Cheating/Plagiarism

Any act of academic dishonesty or breaking the rules to gain academic advantage, including cheating on tests or other assignments and appropriating another's work as one's own without the required citation or attribution. Student work submitted should be the product only of that student, unless otherwise indicated. This applies to work done outside of school, ie. homework, term papers, and projects, as well as quizzes and tests. Teachers are required to report any and all instances of cheating or plagiarism to administration. Plagiarism, a misrepresentation of academic work, is unethical.



Examples of cheating and plagiarism include, but are not limited to:

- Using unauthorized written notes during tests, quizzes, or other assessments
- Unauthorized use of electronic devices during tests, quizzes, or other assessments
- Offering one's notes, ideas, or written work during tests, quizzes, or other assessments
- Using another person's ideas, notes, written work, or otherwise unspecified information without prior consent
- Offering to supply notes, previous test questions, or otherwise unspecified information that would provide an advantage.
- Improperly sourcing or citing another's work, including improper citation, lack of citation, or false citation and acknowledgement

Cheating and plagiarism are serious offenses and will result in academic and administrative consequences. The same consequence is given to both the student who cheated or plagiarized and to the student who supplied their work or access to class notes, ideas, previous assessment questions or otherwise unspecified information that would provide an advantage. Any instance of cheating or plagiarism will be documented and could affect participation in extracurricular activities such as National Honors Society.

First Offense: Students must retake the assignment/assessment at a Saturday Academy. The highest grade a student can receive is a 65%. Parents will be notified.

Second Offense: Students must retake the assignment/assessment during a Saturday Academy and the highest grade a student can receive is the percent of the grade they earn out of 65, parent notification. (Example: Student earns a 70% on the retake, student grade percentage is multiplied by 65 to calculate score, $.70 \times 65 = 45.5\%$).

Third and Subsequent Offenses: Students must retake the assignment/assessment during a Saturday Academy but s/he will receive a zero, parent notification, and possible administrative suspension.

Please see your teachers and the resources on the library's website for further clarification of academic integrity.

Class Cuts (Unexcused Class Absence)

Attendance is imperative for student success. When a student chooses not to attend a scheduled class it is considered a class cut. Each class cut will result in a conversation with the teacher to determine the root cause of the cut and to arrange makeup work and parent notification from either a teacher or an administrator depending on the level of offense. For a second offense cutting a class, the student will be required to attend a Saturday Academy. For a third and subsequent offense cutting a class, as well as repeated offenses in multiple classes, the student will be required to attend a day of In School Suspension.



Leaving School Building/ Grounds

Once a student arrives at school by any means, the student may not leave the school grounds and must come directly into the building. Students who leave school during the school day without proper permission or dismissal through the main office or nurse's office will receive a day of In School Suspension. For repeated infractions, parking will be revoked for two weeks for students who are eligible to park on campus and additional days of In School Suspension may be incurred for any student who leaves campus as well as a parent conference. Students who are not yet eligible for parking put their upcoming eligibility in jeopardy by leaving campus without permission multiple times.

Disorderly Conduct

Any student disruption or act of violence which may be detrimental to the learning process, endanger the health and welfare of students and staff, or general behavior that embarrasses the school or the school community. The High School Administration reserves the right to discipline or suspend any student from school pending review and subsequent action by the Superintendent and School Committee.

Dress Code

Students must adhere to the Portsmouth School Department's [Dress Code policy](#).

Electronic Devices

We acknowledge that many of our students carry communication devices, such as cellular phones, MP3 players, iPods, etc. as a necessary tool to communicate with parents/ guardians. The use of cell phones and other electronic devices in the classroom can be disruptive to the educational process if used improperly. In order to prevent these electronic devices from being a distraction to the learning environment, the follow guidelines have been established:

- The use of cell phones and other electronic devices is prohibited in the classroom unless otherwise designated by the teacher for a specific academic purpose. Cell phones may be used for instructional purposes at the discretion of the classroom teacher.
- Should the use of electronic devices cause a disruption or interfere with the learning of others, students will be required to surrender the device.
- Students may use an electronic device to listen to music during their learning center, at the discretion of their teacher and as long as it does not interfere with others.
- Students may use their electronic device during their scheduled lunch time. This is the time to check for anticipated messages from a coach, parent, guardian, etc. If you must send a return message this is the appropriate time to do so.
- Students should not use electronic devices during the school day to communicate with peers/students via phone, text, or social networking sites. The action creates a distraction to the learning community and further alienates students from positive interactions with other students and faculty.
- The use of headphones/ both earbuds to listen to an electronic device may be used at lunch or in a learning center.



- Students that bring electronic devices to school, do so at their own risk. **PHS is not responsible for the loss or damage of such devices.**
- The PHS Leadership Team will continually review student adherence to the rules for the acceptable use of electronic devices and reserves the right to revoke this privilege at any time.

The consequence for violation of any of the above shall be:

1. On a first violation, the device will be confiscated for 1 day
2. On a second violation, the device will be taken for 2 days and a parent must come in to retrieve the device.
3. Future violations will result in confiscation of the device (s) for one week and a possible parent meeting.
4. Refusal to give the device to an adult when requested will result in a day of In School Suspension and confiscation of the device for one week and a possible parent meeting.
5. Turning in a fake device will result in double the confiscation time depending on the violation

Fire Alarms/Detection or Suppression Equipment

Causing a false fire alarm or otherwise causing others to believe that there is a fire without reasonable belief that there actually is a fire or emergency. Students found to be responsible for causing a false alarm will be subject to disciplinary actions and possibly referred to the Superintendent of Schools for a hearing, and, at his/her discretion, be referred to the School Committee for exclusion.

Fighting/Physical Confrontation

Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Students who are involved in a fight or physical confrontation will be subject to disciplinary actions based on the nature and extent of the altercation. The assistant principals will investigate the incident and determine to the best of their ability who was at fault and whether or not both students deserve the same punishment.

Harassment/Bullying

Any student who delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages may include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. Harassment may include stalking carried out through the use of technology or any electronic device as well as unwanted sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature which is offensive to the recipient. Those who engage in such activity will face disciplinary actions at the discretion of the administration which may include but are not limited to possible in or out of school suspension.



Cyber bullying, Texting & Social Network Protocols

The use of written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- Causes physical or emotional harm to the student or damage to the student's property;
- Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- Infringes on the rights of the student to participate in school activities; or
- Materially and substantially disrupts the education process or the orderly operation of a school

No student, employee, faculty or staff of Portsmouth High School shall post forward or otherwise disseminate any data, documents, photos, images or videos or other information using any technology medium, including social networking websites, which might result in a disruption of classroom activity of the educational process. Those who engage in such activity will face disciplinary actions at the discretion of the administration which may include but are not limited to possible in or out of school suspension.

Inappropriate Display of Affection

Student engages in inappropriate (as defined by school) verbal and/or physical gestures/ contact, of a sexual nature to another student/adult, either consensual or non-consensual. Those who engage in such activity will face disciplinary actions at the discretion of the administration.

Insubordination/Disrespect

Refusing a directive of a teacher, administrator or other staff member. Those who engage in such activity will face disciplinary actions at the discretion of the administration which may include but are not limited to possible in or out of school suspension.

Loitering

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without permission after having been forbidden to do so, or who causes disturbances will be prosecuted according to law (Policy 1251). Those who engage in such activity will face disciplinary actions at the discretion of the administration.

Obscene/abusive language toward student/teacher

To direct obscene, offensive, indecent, disgusting, abusive, harsh, or insulting language or gestures, verbally or in writing to a student and/or teacher. Those who engage in such activity will face disciplinary actions at the discretion of the administration.

Police Reports

Any incident in violation of law shall be reported to the Portsmouth Police Department.

Smoking/Vaping Policy

In accordance with Rhode Island Law 92-230, Smoking Restrictions in Schools Act, tobacco product use is prohibited in all school buildings, playgrounds, the school administration building, indoor athletic facilities, school gymnasiums, locker rooms, school buses and other school vehicles (Policy 5131.5).

Smoking cessation programs will be offered to students on a voluntary basis.



Students who violate the law will be disciplined. Violations of this policy shall include, but not be limited to, actual smoking, being in possession of cigarettes, cigars, pipes, tobacco, hookah pens, e-cigarettes and electronic inhalation devices and/or paraphernalia, etc., whether lit, partially full/empty, or not.

Violation of the law will result in:

1st Offense: A required Saturday Academy to complete a 3 hour online vaping intervention course as well as a mandatory referral to our Student Assistance Counselor and a potential parent meeting.

2nd Offense: A conversation with our Student Resource Officer (with parent consent) and 10 hours of required relevant community service hours to be monitored by our Prevention Coalition.

3rd Offense: A referral to our Juvenile Hearing Board.

Theft

The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.

Truant

Any unauthorized absence from school. Every effort shall be made to contact the student and/or parents/guardians.

Repeated infractions may result in parent meetings, home visits and referral to the truancy officer.

Vandalism - School Property/Personal Property

Vandalism may include unauthorized tampering of school computer programs and systems. Students who intentionally damage or destroy (vandalize) school property, personal property, or public property may be subject to restorative and disciplinary measures. This includes unauthorized use of computers or school equipment. The student will be required to make restitution and will be referred to the Superintendent of Schools for a hearing.

Written Threats/Use of Threatening Language

Any student who engages in threatening students, faculty or staff (verbally or in written form), will be subject to disciplinary measures. Police notification will result. The student may return to school only after it has been determined he/she poses no threat to others. Students may return to school after a parent conference.

PHS Behavior Expectations and Rules

Discipline Items and Actions

The following is an explanation of terms as used within the Portsmouth High School discipline code. It is intended for the mutual understanding of school personnel, students, parents, and other interested parties.

Teacher Detention- period: Students may be assigned detention by individual teachers for certain classroom infractions as outlined in the classroom management plan. Teacher detention is used at the discretion of individual teachers and students are expected to serve the detention either that afternoon or the following afternoon. Transportation, work and extra-curricular events are not acceptable excuses



for missing an assigned teacher detention. Students who skip teacher detentions are referred to the Assistant Principals.

I.S.S. (In-School Suspension) Program: Students may be assigned to ISS for certain infractions at the discretion of the PHS administration. The ISS program will operate during the regular school day in a location separate from the student's regular classroom setting. The office staff will send a student's teachers a request for information to be sent to the in school suspension room in E-13. It is expected that students will complete the work sent to them by teachers and bring additional work if necessary to keep them occupied throughout the school day. A student may not participate in sports or activities on the day they have served an ISS.

Out of School Suspension: Suspension is the temporary exclusion of a student from regular school programs and activities; not to exceed ten days for a single suspension. All suspension decisions will provide for procedural due process. Students who are suspended from school will not be allowed to participate in sports/extra-curricular activities during the duration of the suspension and the social probation period that applies. Parents/guardians will be notified of a suspension, the reason, and the duration. A written notice will also be sent home. Parents may need to accompany their student to school upon the end of a period of suspension to discuss the conditions of return.

Suspensions for 5 Days or Less:

The student will be given oral or written notice of the charge(s) against her/him and an explanation of the evidence the school possesses. The student will be given the opportunity to present his/her version, along with presenting evidence or witnesses that mitigate the charges. In most cases, these steps will occur prior to the student's removal from school since the process will usually occur immediately after the incident. However, if prior notice and hearing are not feasible, as in instances where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as possible. Parents/guardians will be notified of a suspension, the reason, and the duration. A written notice will also be sent home. Parents may need to accompany their student to school upon the end of a period of suspension to discuss the conditions of return.

Saturday Academy Guidelines

Saturday Academy Goal

The goal of Saturday Academy is to provide high school students with another level of support for habitual tardiness, detentions, or a combination of incidents.

Student Eligibility

Students must be invited to attend Saturday Academy. Some criteria may include:

- Attendance issues such as absences, dismissals, excessive class cutting, and tardies, or any combination thereof
- Re-taking assessments due to cheating/plagiarism
- Other students may qualify as determined by PHS assistant principals

Communication

Parents will be contacted by the Assistant Principal and students will sign a contract with details and the scheduled date assigned for Saturday Academy.



Time for Saturday Academy

Saturday Academy will be held on select Saturdays (as needed) from 8:00-11:00 AM. Students will need to provide their own transportation to and from school. Missing work will be requested from the student's teachers but students are expected to bring necessary supplies.

Rules:

1. Students should report to Portsmouth High School on time at Doors 4-5 closest to the library.
2. Students are expected to arrive at 8:00 AM sharp. Students who are tardy will not be allowed to serve that day
3. Students will sit independently with appropriate space between peers to reduce distraction
4. Cell phones/electronic devices should be off and collected by the supervising adult
5. Students should bring additional class work that needs to be completed
6. Students are required to attend Saturday Academy for the duration of the entire scheduled time
7. Appropriate behavior is expected
8. Students will participate in a 30 minute session focused on decision making and self-reflection

Disciplinary Procedures

Due Process Code

Regulations for Governing Disciplinary Exclusion of Students from School. (See Board of Regents Memorandum of Policy Statement on Student Rights, adopted July 8, 1976.) (Policy 5114.1 – policy revised June 22, 1999)

1. Portsmouth School Committee, shall, in accordance with Section 16-2-16 of the Rhode Island General Laws, establish and post rules and regulations for the government and discipline of the public schools. Such student discipline rules shall be distributed to students and their parents at the beginning of each school year and become effective only after distributed to students and parents.
2. The student discipline code and all other rules governing student discipline shall be posted in conspicuous places within the school throughout the school year;
3. Each student discipline code and rules for governing student discipline shall clearly state the types of punishable offenses;
4. The High School Principal, Assistant Principals, Middle School Principal, Assistant Principal, Elementary Principals, Superintendent of Schools, and Assistant Superintendent of Schools are authorized to suspend a student for (5) five school days or less, provided that all suspensions of more than ten (10) school days shall occur only after formal action by the School Committee as set forth in these policies.
5. The student discipline code and rules for governing student discipline shall prescribe the procedure to be employed in excluding any student from school.
6. The prescribed procedure to be employed in the suspension and exclusion of any students as provided under Policy 5114.11 and 5114.12.
7. Discipline of a student with "disabilities", as the term defined by Federal and State law, shall be in accord with those rules and regulations promulgated by the Department of Education.
8. When a student receives a discipline of less than an out-of-school suspension or expulsion, the student's right to appeal said discipline is to the school principal.



9. All suspensions and or expulsions in excess of ten (10) days shall, unless otherwise provided in the policies, proceed to the School Committee.

Suspensions of Ten (10) School Days or Less

1. The student shall be given oral or written notice of the charges against him/her;
2. If the student denies the charges, the student shall be given an explanation of the evidence the authorities possess;
3. The student shall be given notice and a meeting with building administrator(s) prior to the student's removal from school, but if prior notice and meeting are not feasible as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school - the necessary notice and meeting shall follow removal from school as soon as possible;
4. That in the event a student has not attained the age of majority (18 years), notice containing the reason for suspension and the duration thereof be given to the parent or guardian. Such notice shall be given in the parents spoken language, unless it is clearly not feasible to do so;
5. An attempt will be made to contact a parent at home and at work, regarding a suspension, prior to the end of the school day.

Suspensions for more than Ten (10) Days and Expulsion

1. Prior to suspension or expulsion, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice of hearing shall follow as soon as practicable, the student shall be afforded:
 - a. A clear, written statement of the reason for suspension or expulsion;
 - b. Notice of the right to prompt public or private hearing, and the right to be represented by counsel at such hearing; and
 - c. If a hearing is requested, the student shall be given a prompt notice setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.
2. The student shall be afforded a hearing at which time the student shall have the right to representation and participation by counsel.
3. There shall be complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
4. The student shall be furnished a copy of the record without cost.
5. A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefore.
6. The student shall promptly be provided with a copy of said decision.
7. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.



In School Suspension Program/Alternative Day Placement (ISS)

Purpose

The primary purpose of the In School Suspension Program is to offer a structured, supervised program to students who fail to comply with the school's code of behavior. The student who is assigned to ISS will be in an educational environment with separation from their peers. It is hoped that this program has a positive effect on students' school experience and general school attitude and behavior. ISS is supervised by certified academic teachers and a temporary alternate educational program will be provided for each student. IEP students will not lose the opportunity to meet with their resource teachers.

Eligibility

The opportunity for a student to participate in the In School Suspension Program will be at the discretion of the administrator in charge of student discipline. The administrator will evaluate each case individually as to whether the In School Suspension Program will be offered.

When

7:25 am to 1:55 pm

Procedures

1. For disciplinary offenses, a student may be assigned up to three (3) days in the ISS room. This will be assigned by the Assistant Principal.
2. Only after serving the assigned days will a student return to the regular school program. Absences, excused or unexcused, do not count toward the three days.
3. Before a student is returned to the regular school program, a parent conference may take place. This conference will include the student, parent/ guardian, and Assistant Principal.
4. Misbehavior in the In School Suspension Program may result in out-of-school suspension. Out-of-School suspensions will be administered in those instances where repeated infractions occur.
5. Students who continue to violate school rules and regulations will be referred to the School Committee for exclusion from school and the School Committee may, if it desires, exclude students for the remainder of the school year or for the subsequent year.
6. Teachers will be notified and classroom work made available when a student is assigned to the In School Suspension Program. **However, it is the ultimate responsibility of the student to make-up all academic work.**

Offenses for which the In School Suspension Program or an Out of School Suspension may be given:

- Truancy from school or tardy to school or class
- Graffiti
- Disturbing the school, classroom, or educational school program
- Disrespectful/Insubordination to faculty or staff
- Smoking/Vaping
- Possession or use of hookah pens, e-cigarettes, and/or electronic inhalation devices
- Misbehavior and/or removal from the In-House Detention
- Failure to report to the Assistant Principal when sent by a staff member
- Unauthorized leaving of school grounds or school building
- Second and any additional cutting of a class for the school year
- Sexual Harassment



- Harassment or intimidation of another student
- Unacceptable language
- Loitering in school building or on school grounds
- Gambling
- Stealing from school, staff, or fellow students
- Bus misconduct
- Forging passes
- Cheating/Plagiarism
- Bullying/Hazing
- Physical Contact between students, (pushing, horseplay, etc.).
- Fighting/Physical Confrontation on school property *

***May result in Out-of-School Suspension, re-entry conference with parent, and police notification.**

Appeal Procedure

Any student or his/her parent/guardian who feels aggrieved because of action taken as a result of the implementation of rules set forth in the School Handbook, may appeal said action to the Principal. Appeals of suspension should be directed to the principal and then further appeals of suspensions should be directed to the Superintendent of Schools.

Computer - Rules for Networks and Internet Use

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. (Policy 5150)

- The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.
- Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- During school, teachers of younger students will guide them in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance--as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.
- As per the state bullying policy, cyber-bullying means bullying through the use of technology or any electronic communication...which may include but is not limited to:
 - a. The creation of a webpage or blog in which the creator assumes the identity of another person;
 - b. The knowing impersonation of another person as the author of posted content or messages; or
 - c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more



persons...resulting in any of the conditions enumerated in the clauses of the definition of bullying as per the state bullying policy.

- Abusive or humiliating language or demeanor will not be accepted.

The following actions are not permitted and may result in disciplinary action: (this list is not intended to be all inclusive)

- Sending or accessing offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, impersonating and/or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using passwords of others.
- Trespassing in others' folders or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Downloading or copying files/programs of students, faculty or staff.

Email accounts are provided to PHS students. School related information will be communicated via email messages. Students are encouraged to use this account to communicate for educational purposes. (Policy 5151)

Students at PHS who have been provided with a device with a protective cover are not allowed to remove it, nor are they allowed to put stickers on it. If the protective covers are removed, the device will not be covered by warranty. Damaged protective covers are also not covered by warranty.

Students are not allowed to bring in personal devices, and will not be permitted to use visitor wifi. Students are provided with a cloud storage area (Google Drive) where they may store documents on the internet. (Policy 5152) Students must move the documents from the network folder and the Portsmouth Google Drive prior to withdrawal or graduation. PHS does not maintain documents for students who are inactive.

Sanctions for Misuse of Computers

1. Violations will result in a loss of access.
2. Additional disciplinary action may be taken at the building level in accordance with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved.



Weapons and Violence In School

Policy Statement

The purpose of this policy is to ensure a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Therefore, each school shall enforce a policy of zero tolerance for weapons and violence in school. (Policy 5700)

Definitions

Weapons

The term "weapons" shall include, by way of illustration, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, starter pistol, revolver, rifle, shotgun, etc.); any knife (e.g. Bowie, Direk, lock-blade, hunting, pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, etc.); any defensive weapon (e.g., gas repellent, mace, stun gun, etc.); any martial arts device (e.g., Chinese stars, nunchaku, etc.); any explosive device (including fireworks); or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (e.g., blackjack, chain, club knuckles, nightstick, pipe, studded bracelet, etc.); or which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, toy gun, etc.). In addition, any animal which could be used to inflict bodily harm will also be considered in this category.

Consequences

Possession of a weapon at school or school activity will result in:

- a. Referral to the Assistant Principal,
- b. Confiscation of the weapon,
- c. Referral to the Police Department for prosecution,
- d. Parent conference,
- e. Immediate Out of School Suspension and referral to the Superintendent for possible School Committee action.

Assault

Assault is defined as an act of physical violence or an aggravated threat of physical violence by a student(s) on another student(s), staff member(s), or others on school grounds. When considering what constitutes aggravated assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the state of mind of the individual(s) involved, and any other factors deemed relevant to the school principal or designee.

Students who verbally or physically assault a teacher, coach, advisor, assigned personnel, any staff member or another student will be:

- a. subject to disciplinary action with required restitution
- b. referred to the Superintendent of Schools for a hearing, and, at his/her discretion, be referred to the School Committee for exclusion and enrollment into the Alternate Education Program.



If, at the Superintendent's discretion, the student is allowed to return to school after suspension for either alcohol/drugs, assault, false alarms, vandalizing property, or weapons, the next infraction of the Disciplinary Code involving alcohol/drugs, assault, false alarm, vandalizing school property, or weapons, requiring suspension during the student's four years at Portsmouth High School will result in an automatic recommendation by the Superintendent of Schools to the School Committee for exclusion and enrollment in the Alternate Education Program.

Sexual Harassment

Policy

The Portsmouth School Department will not tolerate sexual harassment. (Policy 4300) We believe that all employees and students are entitled to work and study in school environments that are free of sexual harassment. It shall be a violation of this policy for any employee of the Portsmouth School Department to harass another employee or student through conduct or communications of a sexual nature as defined in Section II below. It shall also be violation of this policy for students to harass other students or staff through conduct of a sexual nature as defined in Section II below.

Violation of this policy shall result in disciplinary action against any employee or student involved, including possible termination of the employee and expulsion of the student. Supervisors who fail to follow the policy or fail to investigate complaints are subject to disciplinary action.

Definition

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee or student of the Portsmouth School Department toward another employee or student when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to the following:

- a. Verbal or written sexually derogatory comments, epithets, slurs, or degrading jokes.
- b. Sexual assault and/or battery as defined by current law.
- c. Unwelcome and/or unnecessary attempts to change a professional relationship into a personal, social-sexual relationship.
- d. Pressure for sexual activity.
- e. Unwelcome touching, i.e. patting, pinching, hugging, repeated brushing against another's body.
- f. Creating a hostile work or learning environment by actions or things displayed around the workplace that "unreasonably interfere" with job performance or create an "intimidating, hostile, or offensive" work or learning environment. This may include the use of innuendoes, overt or implied threats, sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons or posters.
- g. Written sexually suggestive or obscene letters, notes, graffiti, or invitations.



Procedure

1. Any student who feels that he/she has been sexually harassed should report the incident to their principal, guidance counselor, school nurse or teacher.
2. Any employee or student who has information or knowledge of the occurrence of sexual harassment must report the information to the school principal.
3. All complaints must be immediately reported to the school principal for a confidential and thorough investigation. Within ten (10) working days, the complainant will receive a written response regarding the investigation.
4. If sexual harassment activity is found to have occurred, such activity will not be tolerated and disciplinary action will be taken.
5. If the complainant is dissatisfied with the finding, he/she may, within thirty (30) days, appeal the decision to the Superintendent of Schools.
6. Corrective/disciplinary action will be taken if a student has intentionally fabricated a complaint of sexual harassment against a student or employee.

EARLY DISMISSAL PROTOCOL

- Please send your student into school with a signed dismissal note along with the best number to reach you (the school will call to confirm the dismissal).
- Your student should bring the note to the Main Office in the morning so that a Dismissal Pass can be provided to them.
- Providing the student with a pass prevents interrupting the class with dismissal phone calls.
- As long as their note has been confirmed, the student can head out through the Main Office without parent sign out.

Dismissals without a parent note are strongly discouraged; however, we understand there are scenarios where a student may have to unexpectedly be dismissed. If you have to unexpectedly dismiss your student early:

- Please call the High School Main Office (683-2124) as far in advance as possible.
- **If the student drives:** you will be asked to send an email to serve as your note. However, this email account is only checked when a parent has called first. Therefore, please do not send an email unless you have been requested to do so. A pass will be provided to your student so they can leave class at the requested dismissal time.
- **If you will be picking up your student:** a pass will be provided to them so they can leave class at the requested dismissal time. When you arrive for pick up, please come in to sign out your student and bring a photo ID.



MEDIA AND PHOTO WAIVER

If you do not return this form, it will be assumed you give permission for your child's image to be included in any form of communication.

STUDENT NAME: _____

GRADE: _____

Please return this form to the Portsmouth High School Main Office if you DO NOT give permission for your child to do the following:

____ I **do not** give my permission for my child, _____, to appear in media releases authorized by the Principal of Portsmouth High School.

____ I **do not** give my permission for my child, _____, to be included in any picture taking, or videotaped events/activities authorized by the Principal of Portsmouth High School, including the Yearbook and classroom projects.

****Please note: Every student is photographed for our Student Information System.**



References

- State Administrative Procedures Act, Section 43-35-1 et seq of the General Laws of Rhode Island.
- Title IX of the Education Amendments of 1972.
- Rhode Island Fair Employment Act, Section 28-5.-7 of the General Laws of Rhode Island.
- Section 703 of Title VII of the Civil Rights Act of 1964, as amended.

Any employee or student who is not satisfied with the decision may file a complaint with the following agencies.

Rhode Island Commission for Human Rights
10 Abbott Park Place
Providence, R. I. 02903-3768
(401) 277-2661

Equal Employment Opportunity Commission
1 Congress Street, Room 1001
Boston, Mass. 02114
(617) 565-3200

Notifications

Notice of this policy will be circulated to all schools and departments of the Portsmouth Public Schools on an annual basis and incorporated in teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. On an annual basis, training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools.