



**Portola High School
Irvine Unified School District**

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NAME _____

ADDRESS _____

CITY/TOWN _____ STATE/PROVINCE _____

ZIP/POSTAL CODE _____ PHONE _____

STUDENT NO. _____ ADVISEMENT _____

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ALMA MATER

**BETWEEN MIGHTY SEA AND MOUNTAIN TALL
STANDS PORTOLA PROUD.
SHE LEADS THE WAY WITH STRENGTH AND LIGHT,
RESOLVE AND COURAGE AVOWED.
WITH SILVER, PURPLE, BLACK ADORNED,
STEADFAST IS OUR LOVE FOR YOU.
WE GLADLY GIVE OUR HEARTS TO THEE.
HAIL, PORTOLA TRUE!**

PORTOLA HIGH SCHOOL “OUR STORY”

Portola High School is the latest traditional and comprehensive public high school within the Irvine Unified School District. Located on 43 acres of a former marine air base, Portola pays homage to its military roots with the selection of a bulldog as its mascot, the USMC’s unofficial mascot. Having completed its fifth academic year, PHS continues to be committed to fulfilling community, parent, and learners’ needs. Ultimately, the work of the PHS staff during the planning years and throughout this first five years has centered on an intentional dedication to forming “whole” and balanced learners in an era of ever-changing demands. As we welcome our Class of 2025, we look forward to another great year!

PORTOLA HIGH SCHOOL ADMINISTRATION, COUNSELOR, AND SUPPORT STAFF

PrincipalJohn Pehrson
Assistant PrincipalsAmy Paulsen (A-How) *
Jen Ochsner (Hox-Park)
Jeff Hernandez (Parl-Z)

*Assistant Principal distribution by student last names

CounselorsMelissa Gibson (A-Chu) *
Nicole Rengifo (Chun-Gu)
Nicole Epres (Gue-Lea)
Ryan Itchon (Leb-OI)
Shari Markowitz (Om-S)
Jamie Murphy (T-Z)

*Counseling distribution by student last names

Activities DirectorSarah Alewine, Emily Sheridan
Athletic DirectorPeter Abe, Brian Smith
NurseJames Matejcek
Library Media SpecialistMelissa Misenhimer
Attendance OfficeTricia Phippen
ASB Clerk.....Alyssa Levensailor
Athletics Clerk.....Marci Boden

DEPARTMENT CHAIRPERSONS

Literary & Language ArtsMadeline Greenwood
World LanguageMegan Kirby
Physical EducationBrittney Frymire
Visual/Performing Arts.....Samantha Gardner
ScienceErin Arredondo
Special Education.....Courtney Frei, Melody Resendez
MathematicsShelley Godett
Language Development Program CoordinatorMadeline Greenwood

Social StudiesJon Resendez

PROBLEM SOLVING LOCATOR

Incident Report	Nurse, Admin. Building
Activity Calendar	P.A.C.
ASB Suggestion Box	P.A.C. or https://portolahighschool.iusd.org/students/activities-asb
Athletic Eligibility	P.A.C. or Admin. Building
Attendance	Attendance Office
Change of Address	Records Clerk
Club Information	P.A.C.
Emergency	Any staff member
Fees	P.A.C.
Grade Questions	Counselor, Admin. Building
Honor Roll	Admin. Building
I.D. and A.S.B. Card Replacement	P.A.C.
Insurance	Admin. Building
Learning Commons	Learning Commons
Lost and Found	Front Office
Lost P.E. Lock	PE. Teacher, Locker Room
Lost Textbooks	Learning Commons
P.E. Lock Replacement	P.A.C.
Scholarships	College and Career Center
School Bus Information	Admin. Building
Student Activities Director	P.A.C.
Student Bulletin	Front Receptionist
Student Government.....	P.A.C.
Emergency Telephone Calls	Admin. Building
Textbooks	Learning Commons
Thefts/Vandalism reports	Admin. Building
Tickets-games, concerts, productions	P.A.C.
Transcripts	Records Clerk
Any other school-related problem	Teacher, Counselor, or Administrator

P.A.C. = Portola Activity Center

ASB CO-AND EXTRACURRICULAR ACTIVITIES ORGANIZATIONS AND CLUBS

The many opportunities to begin or participate in organizations, clubs and activities (called either co-or extracurricular activities) are a valuable part of modern education. Such activities are guided by moderators and are considered critical to the total educational program of Portola High School. Every student would benefit from being involved in some phase of the activity program as a supplement to classroom instruction. The more the student is a part of the total school program and feels connected to the school, the more intense will be his/her satisfaction and sense of belonging.

1. ASSOCIATED STUDENT BODY CABINET

The Associated Student Body (ASB) Cabinet is the major student organization on campus. It charters all campus clubs, represents students before the school staff and the District, and finances and sponsors a large number of student activities and special events. Information is available in the ASB Office, the Portola Activities Center (PAC), from the Activities Director, or any ASB Officer. ASB welcomes your feedback on all its events, which can be submitted at our Suggestion Box at <https://portolahighschool.iusd.org/students/activities-asb>

2. CLUBS AND ORGANIZATIONS

Only chartered clubs may officially meet and function as a Portola High School organization. To be chartered, a club is required to have a faculty sponsor, club constitution, membership list and to be approved by the ASB Cabinet. The ASB Cabinet shall control the activities of all organization fund-raising and activities. All club activities must be approved in advance by the ASB and PHS administration. The Clubs Commissioner or Activities Director must be contacted for planning any fund-raising projects. Students interested in forming a club on campus should first contact a teacher interested in sponsoring them and then come to the P.A.C. office for necessary details. Clubs and other organizations, including class organizations, will be legally chartered when they have their application approved by the ASB Cabinet. Until the club or organization is sanctioned and chartered there can be no fund-raising or meetings.

3. CLUB KICK-OFF DAY

Students are encouraged to sign up for clubs during Club Kick-Off Day, which is held in September. New clubs, with approval from the ASB cabinet, may be started at the beginning of Fall semester. This list is a sampling of clubs we offer at PHS.

Academic Decathlon
App Team Epic
Mock-Trial
Drama Club

Amnesty International
Wounded Warrior Project
Doctors without Borders
Speech and Debate

Make-A-Wish
FIRST Robotics
Model United Nations
GSA

4. ASSOCIATED STUDENT BODY (A.S.B.) CARDS

All students are given an ID. card during registration. Students are expected to carry it with them at all times. An ASB designation, which turns an ID card into an A.S.B. Card, may be purchased for \$50.00 from the P.A.C. Office during the school year or during registration. Funds raised through the sale of A.S.B. Cards are used to defray student body activity expenses such as dances, assemblies, publicity of events, banquets for participants in school activities, letters for athletes and the performing arts, awards and certificates presented throughout the year, and many other expenses. Discounts at dances, free admission to home athletic events, reduced rates for productions, and rooster bus fares are made available by the purchase of an A.S.B. designation for the ID card. Besides these savings, the A.S.B. card identifies students as active members of the Associated Student Body of Portola High School. A.S.B. Cards are not transferable, and at no time shall a student lend his or her card to another student. Privileges will be forfeited if the card is loaned. Students must have an A.S.B. Card to receive an athletic/activities letter or trophy. Complete eligibility rules are posted in the Activities Office. Students are encouraged to purchase A.S.B. Cards during registration or from the P.A.C. Office. All students participating in any of the following activities are encouraged to be an ASB cardholder:

5. ATHLETIC PROGRAMS - Team Sports at Portola High School

Boys	Girls
<p>Fall Cross Country Football Water Polo Pep Squad* (Fall, Winter, and Spring)</p>	<p>Fall Cross Country Tennis Volleyball Golf Pep Squad* (Fall, Winter, and Spring)</p>
<p>Winter Basketball Soccer Wrestling Pep Squad* (Fall, Winter, and Spring)</p>	<p>Winter Basketball Soccer Wrestling Water Polo Pep Squad* (Fall, Winter, and Spring)</p>
<p>Spring Baseball Swimming Tennis Track Volleyball Golf Lacrosse Pep Squad* (Fall, Winter, and Spring)</p>	<p>Spring Softball Swimming Track Lacrosse Pep Squad* (Fall, Winter, and Spring)</p>

EXPECTATIONS

Students have a primary responsibility for their own degree of success in achievement and adjustment in school. To participate in extracurricular activities, students will:

- A.** Know what the policy requires of them and where they stand at all times in terms of their own eligibility.
- B.** Attend classes on a regular and punctual basis except when too ill to come to school, and promptly make up all assignments missed due to necessary absence.
- C.** Understand the subject content, specific course requirements, and the criteria for grading practices in each class.
- D.** Be aware of homework requirements and complete all homework assignments.
- E.** Take home for review by their parents/guardians all progress reports, report cards, and other communications forms requiring parental/guardian signature.
- F.** Keep their parents/guardians informed of the progress they are making in school and their eligibility status of extracurricular participation.
- G.** Schedule their time in such a way as to keep up with their class work and still be able to participate in extracurricular activities.
- H.** Request assistance from the classroom teacher when they do not understand an assignment or material which has been presented.
- I.** Take advantage of other assistance which the school may suggest or make available.

Portola High School recognizes the value of participation in sports, especially on the interscholastic level. Athletics, along with other extracurricular activities, teaches a student such values as positive interpersonal relationships, leadership in every community, academic and athletic balance, healthy decision making, and integrity in competition. Extracurricular activities are not part of the regular school curriculum, generally take place out of classroom time, and often involve performances before an audience or spectators. Extracurricular activities may include, but are not limited to, athletic teams, pep squads, student government, musical performance groups, dramatics, forensics, special interest clubs, service clubs, etc. To participate in extracurricular activities and to maintain satisfactory eligibility status on a quarter basis, all students must meet the following standards:

6. ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

CIF stipulates that to be eligible for athletics, a student must have earned the equivalent of 20 semester credits of new work the previous reporting period. Students changing schools without changing primary residences may jeopardize athletic eligibility.

California Interscholastic Eligibility policies will govern the participation of all students in athletic programs in the Irvine Unified School District. Students participating in any school-sponsored activity which requires extensive time outside of the regular school day shall also comply with eligibility requirements of the Irvine Unified School District. Eligibility requirements for participation in activities are:

- Previous quarter GPA 2.0
- Pass 4 classes previous quarter
- Enrollment in at least 5 classes

Participants who do not maintain the required GPA are placed on academic probation for the subsequent quarter. Students on academic probation will work with school staff to monitor progress and provide guidance and support. Two consecutive quarters of failure to meet the GPA requirement for participation will result in ineligibility for the subsequent quarter. Ineligible status will continue until eligibility requirements are met. During the four high school years, no student will be placed on academic probation more than once.

7. ACADEMIC PROBATION

During the four high school years, students whose GPA during the previous quarter falls below the participation requirement, are entitled to one 9-week probationary period. During the probationary period, the student may continue to participate in the activity, and the student is provided additional academic support. The school staff shall have in place a plan under which students on probation receive additional guidance and support during the probationary period. Such support shall typically include more frequent monitoring of achievement, plans for structured study-time, and additional study support where necessary. A student who has participated under a probation period and earns a GPA of less than 2.0 during any subsequent quarter becomes immediately ineligible without provision for probation and remains ineligible until all requirements are met. Only students passing 4 classes are eligible for Academic Probation.

Activity during Ineligibility

Eligibility is checked at the end of each 9-week reporting period. Ineligible students may not participate in scheduled performances or events during the period of ineligibility. Ineligible students may continue to participate in activities during class time: however, participation outside class time is limited to scheduled practices or rehearsals.

8. TRANSFER STUDENTS AND ELIGIBILITY

Eligibility for transfer students from outside the district shall be determined using the IUSD and CIF Policy.

9. PHS DANCES

Students must present a valid PHS ID card in order to purchase a ticket or bid to any dance. For select dances, all students (both PHS and non-PHS students) will sign and agree to abide by the PHS dance agreement. Students will provide a name and phone number of a responsible parent or guardian. All non PHS attendees are the guest of a PHS student, and under 21 years of age. Picture ID will be required for guests. Informal dances are open to Portola students only. To attend PHS formal dances all PHS students and guests need to complete a dance contract.

10. ALCOHOL/DRUG-FREE SCHOOL EVENTS AGREEMENT

In the past, we have encouraged all parents to pledge to provide drug free activities, to refrain from providing drugs or alcohol to minors, and to monitor the activities of their sons and daughters to avoid potential tragedies and/or school consequences. We have also provided students with information regarding the dangers of using controlled substances and asked them to pledge to be drug free. Even with these efforts, unfortunate incidents before, during, and following school dances, athletic contests and school activities have occurred.

Although the expectation has always been that students attend school functions drug free, some students have chosen to ignore school policy and state law, attending school activities under the influence of controlled substances. Our concern for the safety and welfare of Portola High School students has prompted the development of this document. It has been established to explain, clarify, and encourage expected behavior prior to and at any Portola High School event or activity.

STUDENT/PARENT PLEDGE AGREEMENT

PHS students will attend school events drug free. Any student under the influence or in possession of drug paraphernalia or a controlled substance (drugs, placebos, and/or alcohol) will not be permitted to enter or remain at school events (athletic competitions, dances, school activities, etc.). Students suspected of being under the influence of alcohol will be subjected to a breathalyzer test. If a student is under the influence, parents will be called to escort the student home and/or the local police will be asked to take custody of the student. A meeting with the student, parent and an administrator will be required prior to the student's return to classes. Appropriate consequences will be assigned at that time.

At all dances, no student will be admitted after 10:00 p.m. All guests at PHS dances must be under the age of twenty-one. Once students leave any dance, they are not permitted to re-enter.

GENERAL INFORMATION

1. HELPFUL HINTS

- The school building is open from 7:30 a.m. to 4:00 p.m.
- Students may access the front office before class, during snack and lunch, during office hours, and after school. Permission must be obtained to be in the office at any other time.
- The Portola Activities Office (P.A.C.) is open to service students. The specific times are posted outside the P.A.C.
- Students should identify their textbooks and school materials with their names and not lend books to other students. Fines are imposed if books are lost. All school-issued books will be covered to preserve the life of the text.
- Lost & found articles are to be turned in to the front office.

2. ASSEMBLY BEHAVIOR

The assembly program is part of our total program which develops student growth and responsibility. Proper student behavior is expected by all. Students may NOT leave campus during assemblies.

3. CLOSED CAMPUS POLICY

Portola High School maintains a closed campus policy. Those leaving campus without written approval will receive a penalty.

4. PERSONAL PROPERTY

The loss of personal property will not be reimbursed by the school.

5. MESSAGES AND PHONES

To avoid unnecessary classroom disruptions, we are unable to deliver messages to students except in cases of extreme emergencies. The nature of all such emergencies must be established prior to the message delivery.

In addition, to decrease classroom interruptions, flowers, balloons, etc. will not be accepted for delivery to students. All such items will be refused delivery at the front office.

6. MENTAL HEALTH/WELLNESS SERVICES AND RESOURCES

The District provides school-based mental health/ wellness services and resources (www.iusd.org/WeCare or <https://iusd.org/department/mental-health-welness>) to students and families. These services include short-term individual or group counseling for students at the school site; short term, solution-focused therapy for students and families through the Irvine Family Resource Center; and resource linkages to community-based mental health or social services for students and families. Services are provided by counselors or licensed mental health professionals.

National Suicide Prevention Lifeline: 1-800-273-8255.

7. VISITORS

Guests/visitors/friends of PHS students are not permitted on campus - see your Assistant Principal in advance for procedure and permission. Visitors are expected to abide by school regulations and must obtain a visitor's pass from the front office.

BULLDOG PUBLICATIONS

Bulldog Bulletin – Ongoing postings in all classes and on the PHS website (iusd.org/phs). It is your responsibility to listen and view the announcements and read the weekly bulletin.

The Portola Pilot – School newspaper which is published about once a month and is delivered to all classes.

Principal's List Serve – Announcements sent out weekly about latest Bulldog accolades, activities and athletics.

PHS Web Page – Updated weekly: iusd.org/phs

PHS ASB Web Page – <https://portolahigh.iusd.org/students/activities-asb>. Information about PHS activities.

BULLDOG LEARNER OUTCOMES & SUPPORTIVE SKILLS

All learners will be:

Capable	Creators	Communicators	Contributors
<i>Reflective, Aware, and Resourceful Learners</i>	<i>Innovative Thinkers and Problem Solvers</i>	<i>Thoughtful and Effective Speakers, Listeners, Readers and Writers</i>	<i>Respectful, Responsible, and Collaborative Citizens</i>
Supportive skills (ability to:)			
Take Risks Self-Advocate Utilize Resources Adapt Organize and Prioritize	Inquire Synthesize Evaluate Innovate Express	Research Effectively Be Digitally Literate Create and Defend a Claim Speak and Write Compellingly Read complex texts purposefully and insightfully	Collaborate Serve Positively and Actively Participate Honor Norms Acknowledge Others

PORTOLA HIGH SCHOOL'S MISSION

Portola High School will guide learners towards excellence and citizenship in a safe, engaging, and inspiring learning environment.

We expect students to demonstrate behavior that supports this goal. Specifically, we ask all students to incorporate our Bulldog Values throughout their day: perseverance, respect, integrity, drive, and empathy. Our Universal Expectations and Support are listed below for academic and non-academic settings. Students will have the opportunity to provide feedback and additional examples through advisement. Additionally, a categorical list of expectations follows the universal expectations with possible progressive supports for violating any of these expectations. The purpose of these policies is not to be punitive, but rather to be used as learning experiences that work to support positive behavior and promote appropriate decision-making.

PORTOLA HIGH SCHOOL'S UNIVERSAL EXPECTATIONS AND SUPPORTS

Academic Setting: Learners will...

Value	Whole Class	Small Group	Individual
<i>Perseverance</i>	Persist through academic challenges, such as wrong or incomplete answers	Encourage each other to persist through academic challenges, such as wrong or incomplete answers	Persist through academic challenges, such as wrong or incomplete answers
<i>Respect</i>	Demonstrate kindness toward each other Actively listen to speaker: teacher, visitor, peer	Demonstrate kindness toward each other Actively listen and encourage others in their small group	Avoid self-derision
<i>Integrity</i>	Practice academic honesty Choose to do the right thing while alone and in the presence of others, and encourage others to do so also	Practice academic honesty and hold others accountable in their group	Practice academic honesty in all of their subject areas
<i>Drive</i>	Actively participate and share ideas and questions Come prepared to class with all materials	Actively participate Encourage others in their small group to contribute their ideas	Actively participate Put forth maximum effort
<i>Empathy</i>	Seek and encourage diversity of opinion and remain open minded Seek understanding when listening before responding	Seek and encourage diversity of opinion and remain open minded Seek understanding when listening before responding	Seek and encourage diversity of opinion and remain open minded Seek understanding when listening before responding

Non-Academic Setting: Learners will...

Value	Schoolwide
<i>Perseverance</i>	<ul style="list-style-type: none"> ● Maintain a determined and positive attitude
<i>Respect</i>	<ul style="list-style-type: none"> ● Demonstrate courtesy to all learners, staff, and parents ● Abide by the norms of the particular space and situation ● Treat school environment and property thoughtfully
<i>Integrity</i>	<ul style="list-style-type: none"> ● Choose to do the right thing while alone and in the presence of others, and encourage others to do so also ● Pick up after oneself and others ● Practice good sportsmanship
<i>Drive</i>	<ul style="list-style-type: none"> ● Proactively look for opportunities to provide small services to peers, visitors, teachers, and the school ● Put forth maximum effort in whatever the task or situation
<i>Empathy</i>	<ul style="list-style-type: none"> ● Seek understanding in all situations before forming judgments

Universal Expectations and Supports:

Category	Expectation	Support May Include the Following along with Parent/Guardian Contact or Meeting
1. Alcohol & Controlled Substances	Students will not consume, possess, or be under the influence of alcohol, controlled substance or placebos at school or at school sponsored events, such as athletic contests, dances, performing arts functions, etc. (E.C. 48900 (c)), (B.P. 5131.2).	Referral to IUSD Alternative Suspension Program, suspension for up to 5 school days including all student school sponsored activities, possible Irvine Police Department contact
	Students will not furnish or sell drugs, controlled substances or placebos at school or school events. (E. C. 48900 (c)), (B.P. 5131.66).	Irvine Police Department Contact, suspension for up to 5 school days including all student school sponsored activities, recommendation for expulsion
2. Altercations	Students will not fight. (E.C. 48900 (a)).	1 to 5 days suspension, possible police interventions. Altercations causing serious injury may result in recommendation for expulsion from IUSD.
3. Attendance	Students will attend all their classes (E.C. 48260).	Detention, Saturday School, Attendance Contract, Referral to SARB
	All absences must be cleared by a parent or guardian within 3 school days. Only parents or guardian may write notes or phone in absences.	Detention, Saturday School, Attendance Contract, Referral to SARB
	Students will arrive to class on time.	1st through 5th tardy: Teachers' individual management plan (i.e. parent contact, Detention) Additional tardies: Referral to Assistant Principal and Saturday School, Attendance Contract, Referral to SARB
	Students will remain on campus during the school day.	Detention, Saturday School

Category	Expectation	Support May Include the Following along with Parent/Guardian Contact or Meeting
4. Bullying	Physical hazing, bullying, hate violence, and other incidences of mob violence are prohibited (E.C. 48900 (a), B.P. 5145.7).	Suspension, police intervention, possible recommendation for expulsion
	Students will refrain from harassment, intimidation, or insults whether student-to-student or student-to-adult, including those based on individual's sex. Included are verbal, visual, and physical harassment (B.P. 5145.7).	Saturday School, suspension, possible police intervention
5. Defiance	Students and staff will be treated with respect (E.C. 48900 (j)).	Detention, Saturday School, suspension
6. Dress Code	Students will refrain from willful defiance of authority or disruption of academic, athletic, or activity programs (E.C. 48900 (k)).	Detentions, Saturday School, suspension
	Clothing that promotes alcohol, cigarettes, illegal substances, or displays profanity, derogatory racial, ethnic or sexually degrading images or remarks, or violates the IUSD Dress and Personal Appearance Policy may not be worn. Students will wear shoes at all times. Examples of inappropriate dress: chains, bandanas, scarves, hairnets, or gang related attire, oversized pants or shorts, clothing considered undergarments, clothing exposing undergarments, clothing exposing midriff, upper torso, chest or upper back, or swimwear. ((C.A.C. Title 5 Sec. 302 Reg. 77)(B.P. 5145.7).	Change inappropriate clothing, detention, Saturday School, suspension
7. Electronic Devices	To maintain classroom norms and minimize the opportunity for cheating, Portola High School prohibits the use of cellular phones and electronics devices during the course of instructional time without teacher permission.	Confiscation of device, detention, Saturday School

Category	Expectation	Support May Include the Following along with Parent/Guardian Contact or Meeting
7. Electronic Devices cont.	Students will adhere to IUSD Technology Resources Acceptable Use Agreement and PHS Internet Use Policy.	Consequences based on significance of infraction from revocation of privileges up to and including expulsion
8. Gambling	Games of chance that include wagering are not permitted on campus.	Confiscation of item(s), detention, Saturday School, Suspension
9. Laser Pointers	Students may not bring laser pointers to school or after school activities (E.C. 48900 (k)).	Confiscation, parent contact, Saturday School, suspension
10. Loitering	Students will not loiter in the parking lot during class time, school activities (i.e. Office hours, assemblies, etc.) Students on a shortened day may not linger on campus or in the parking lot.	Detention, Saturday School
11. Progressive Discipline	Students will attend assigned Detention and Saturday School (E.C. 48900 (K)).	Failure to attend detention may result in a Saturday School. Failure to attend Saturday School may result in a one day suspension.
12. School Property	Students will respect school and private property, refrain from theft of any kind (E.C. 48900 (f, l) (P. C. 549).	Restitution, Saturday School, possible Irvine Police Department contact, possible recommendation of expulsion
	Students may not possess, steal, or fraudulently use school documents/records (i.e. passes, forms) (E.C. 48900 (k)).	Saturday School, suspension

Category	Expectation	Support May Include the Following along with Parent/Guardian Contact or Meeting
13. Tobacco	Students will not use or possess tobacco (including cigarettes, electronic cigarettes and chewing tobacco) at school or at school program, sponsored events, such as athletic contests, dances, performing arts functions, etc. (E.C. 48900 (h)) (B.P.) 5136.6).	Possible Irvine Police Department notification (IPD), parent contact, referral to IUSD Tobacco Cessation, subsequent offense: 3 day suspension
14. Weapons	Weapons or facsimile/replica weapons are prohibited. (E.C. 49330, 48900)	Irvine Police Department Contact, suspension for up to 5 school days including all student school sponsored activities, recommendation for expulsion
15. Wheeled Devices	Students will park and lock bikes in designated areas. Bicycles, skateboards, roller blades, etc. may not be ridden on campus.	Confiscation of item, detention, Saturday School

**Irvine Unified School District
ACADEMIC HONESTY CONTRACT
Portola High School**

*All students and parents sign this contract
during the enrollment process.*

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not receive unfair assistance from another student, parent, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
4. I will keep quiet during a test. I will not talk to any student, look at anyone else's paper, or allow anyone else to see my paper.
5. I will not consult other unauthorized material or information during tests unless my teacher gives me permission (notes, calculator, electronic storage, etc.).
6. I will not plagiarize. I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit. I will not take material from the Internet or another student's electronic files and use it as my own.
7. I will not copy text, graphics, musical scores, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
8. I will follow the directions of my teacher regarding whether it is acceptable to give, receive or ask for help on homework.
9. I will not communicate exam information or answers during or following an exam.
10. I will not retrieve unauthorized information during a test, whether on paper, in electronic form, or from another student(s).
11. I will not retrieve unauthorized information during a test, whether on paper, in electronic form, or from another student(s).
12. I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.
13. I will not arrange to have access to materials or information so that credit may be wrongly claimed by others.
14. I will not claim credit for work that is not the product of my own honest effort.
15. I will not provide unwarranted access to materials /information so credit may be wrongly claimed by others.
16. I will not turn in an original paper or project more than once for different classes or assignments.
17. I will refrain from other behaviors that fall under cheating or plagiarism.
18. Access to information will be viewed as intent to cheat.
19. I will not claim credit for work that has been produced by foreign language translation programs.
20. I will not tolerate any of the foregoing.

Definitions of Academic Honesty Behaviors

These definitions do not represent a complete list of possible infractions; rather, they provide examples of the range of conduct which violates academic honesty expectations.

1. Cheating on Tests - Any use of external assistance relating to an examination, test, or quiz without expressed permission of the teacher. This includes looking at another student's paper, sharing answers, possession of materials, or copying another student's paper.
2. Fabrication - Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
3. Unauthorized Collaboration - Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" any assessments to other students for the following year, or receiving any assessments from other students.
4. Plagiarism - Any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, has also engaged in plagiarism.
5. Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library instructional or assessment materials. This may include changing answers after the fact.
6. Theft - Any unauthorized taking, concealment, or alteration of student or teacher instructional or assessment materials or equipment, including, but not limited to, the district data network, internet, and other on-line resources.
7. Transfer or Use of Unauthorized Materials - includes the use of unapproved translation devices, or any giving or selling of unauthorized materials.
8. Digital Citizenship Violations - Per Board Policy 6163.4 (Acceptable Use Policy) Students should refrain from using technological resources for infractions that involve academic dishonesty. These include using technology to copy, plagiarize, collaborate inappropriately, sending or receiving test questions, accessing another's account, or hacking into computer systems.

Levels of Academic Honesty Infractions

Category A includes but is not limited to:

- Copying any minor assignment from any other source or a portion thereof, such as a one-night homework assignment (not including tests or quizzes) assigned to be done independently.
- Collaborating on a minor assignment in a manner inconsistent with the explicit and implicit expectations of the assignment for individual work.
- Sharing work on a minor assignment with another student with the reasonable expectation and intention that the other student(s) might plagiarize that work.

Category B includes but is not limited to:

- Any violation on a major assignment (such as Tests, Quizzes, Labs, Projects, Essays, assignments requiring multiple days to complete, etc.) that is consistent with the descriptions set forth in the Category A violations above.
- Submitting plagiarized work, (other than on a minor assignment as defined in Category A.)
- Sharing work inconsistent with class/course expectations and instructions.
- Looking at another student's work or paper during an exam, test, or quiz.
- Talking to or communicating with another student during an exam, test, or quiz.
- Using any unauthorized material or device during an exam, test, or quiz (including translators, calculators, cell phone, etc.).
- Giving or receiving test information, in any form, to or from students in other periods of the same teacher or the same course or from previous school years.
- Repetitive deception about completion or submission of work.

- Altering a returned quiz, test or assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- Accessing exam content, projects, or assignments without expressed consent from instructor.

Multiple Category A infractions Category C includes but is not limited to:

- Distributing exams, projects, or assignments.
- Stealing (may include photographing) exams, projects or assignments.
- Altering grades on a computer database or in a grade book.
- Multiple Category B infractions

Academic Honesty Infraction Consequences by Category

Category A Consequences	Category B Consequences	Category C Consequences
<p>Teacher conferences with student.</p> <p>Teacher notifies administrator and has the opportunity to participate in the Academic Honesty Action Plan.</p> <p>Teacher notifies parent/guardian.</p> <p>Administrator logs infraction into Aeries Assertive Discipline Screen.</p> <p>Meeting held with student, teacher, and admin to create AH Action Plan. Parent/guardian communication included.</p> <p>Student does not receive credit on assignment or assessment pending fulfillment of AH Action Plan. If the plan is not successfully completed, student will not have the opportunity to make up assignment/assessment.</p> <p>Restorative practices may be included in the AH Action Plan contingent on mutual agreement between teacher and student.</p> <p>If student successfully completes AH Action Plan, student may receive full or partial credit as determined by the teacher.</p> <p>Parameters to be determined by the teacher may include: student redoing the assignment, replacing with another assignment, or revisiting in an alternative manner by the end of the semester.</p>	<p>Teacher conferences with student.</p> <p>Teacher notifies administrator and has the opportunity to participate in the Academic Honesty Action Plan.</p> <p>Teacher notifies parent/guardian</p> <p>Administrator logs infraction into Aeries Assertive Discipline Screen.</p> <p>Meeting held with student, teacher, and admin to create AH Action Plan. Parent/guardian communication included.</p> <p>Student does not receive credit on assignment or assessment pending fulfillment of AH Action Plan. If the plan is not successfully completed, student will not have the opportunity to make up assignment/assessment.</p> <p>Restorative Practices may be included in the AH Action Plan contingent on mutual agreement between teacher and student.</p> <p>If student successfully completes AH Action Plan, student may receive full or partial credit as determined by the teacher.</p> <p>Parameters to be determined by the teacher may include: student redoing the assignment/assessment, replacing with another assessment, or revisiting in an alternative manner by the end of the semester.</p>	<p>Teacher conferences with student.</p> <p>Teacher notifies administrator and has the opportunity to participate in the Academic Honesty Action Plan.</p> <p>Teacher notifies parent/guardian</p> <p>Administrator logs infraction into Aeries Assertive Discipline Screen and meets with student and parent/guardian.</p> <p>Student does not receive credit on assignment or assessment. Additional consequences may include being dropped from the class with a WF, or being transferred to another class or program.</p> <p>Student may receive consequences such as Saturday school, in-school or at-home suspension if student has prior AH violations and has failed to respond to other means of correction.</p> <p>Student's teachers and teacher advisor are notified of the violation.</p> <p>Student will become ineligible for any academic or scholastic award or honor society within the same year of the infraction.</p> <p>Counselors will report concerns about the student's academic integrity in college recommendations when required by a college or university.</p>

Academic Honesty Infraction Consequences by Category Continued

Category A Consequences	Category B Consequences	Category C Consequences
<p>Options for supervision can include the classroom, detention or Saturday School, or other area by agreement.</p> <p>Student may be assigned a detention, Saturday School or similar consequence where the student may be required to complete an additional assignment that addresses the same skill or content objective being assessed by the initial assignment.</p>	<p>Options for supervision can include the classroom, detention or Saturday School, or other area by agreement</p> <p>Student may be assigned Saturday School or similar consequence where the student may be required to complete an additional assignment that addresses the same skill or content objective being assessed by the initial assignment.</p> <p>Student may become ineligible for any academic or scholastic award or honor society within the same year of the infraction.</p> <p>Student athlete participants, VAPA extra-curricular participants, or student leadership participants may have additional consequences per the athletic code/participant agreements which may include loss of athletic privilege for a specified number of days.</p>	<p>Student athlete participants or VAPA extra-curricular participants may have additional consequences per the athletic code/participant agreements which may include loss of athletic privilege for a specified number of days.</p> <p>Participation in student leadership positions will be re-evaluated with possible revocation of privileges, suspension, or probation for a specified number of days</p> <p>Student may have the opportunity to be involved with teacher and administrator in developing an AH Action Plan, including restorative practices. This may include completing a community service project related to academics or other appropriate consequences.</p>

Portola High School Technological Resources Responsible Use Policy

This document supplements the IUSD Acceptable Use Policy, which is also required to use technology resources at school. It outlines the expected behaviors here at PHS; additional responsible use policies may be used by individual teachers at PHS.

Agreements for Responsible Use

As a Portola High School student, I agree to:

- Use technology resources primarily for school-related purposes
- Always act in a responsible, ethical and legal manner
- Use etiquette, including being polite, using appropriate language, and respecting privacy
- Respect the web filter, which is in place to comply with the Child Internet Protection Act
 - Intentionally bypassing the filter may result in technology privileges being revoked
- Participate in the digital citizenship curriculum taught at each grade level through advisement and in each teacher's course
- Respect other people's work and not delete, copy, or share it without permission
- Participate appropriately in online forums
 - Use a respectful tone
 - Use proper grammar and spelling
 - Stay on topic
 - Be respectful of others' opinions and viewpoints
- Treat all equipment with respect and follow all device care procedures outlined by PHS staff.
 - Log off and leave the device in an appropriate state for the next user
 - Carry portable equipment with two hands
 - No food or drink around school equipment

PHS Personal Devices Policy

Students may use personal devices on campus as long as they adhere to RUP guidelines. Students not complying with this policy may have their devices taken away.

PHS and IUSD have no responsibility for lost, stolen, or broken personal devices.

Students who damage PHS technology devices are responsible for any fees associated with repairing or replacing said device.

Total security on any technology system is imperfect and impossible to achieve. This policy seeks to protect both the students and the school.