

PALMERTON AREA  
SENIOR HIGH SCHOOL  
STUDENT  
HANDBOOK  
2017 - 2018

**This agenda belongs to:**

Name: \_\_\_\_\_

# PAHS Student Handbook – August 2017

Dear Students and Parents / Guardians,

Welcome to our school community. The entire Senior High School staff has been very busy preparing for a school year filled with exciting and positive events.

Pens, paper, and textbooks are not the only things that students need to bring to school. A positive attitude and a willingness to work are essential. Learning is as much a student's responsibility as it is ours. We want to establish an atmosphere of mutual support to allow our students to take advantage of all of the opportunities that Palmerton Area High School has to offer.

This handbook has been prepared to serve as a reference guide for you. A number of changes were made again to this document to better reflect our mission at the Palmerton Area High School. The items in this handbook attempt to reflect school board policies as we have interpreted them. Please familiarize yourself with the student rights and responsibilities described here. We also encourage parents and students to actively discuss these regulations and policies. Again, please note that this handbook is meant to be a general guide. If you have any specific questions or concerns, please contact me. I certainly would appreciate your comments or suggestions concerning this handbook.

**Your child will receive a copy of this document during the first few days of school.** We will also spend some time reviewing things with the students. The signed statement should be returned to the block 1 teacher on the Monday following the opening week of school. Thank you for your cooperation. Let's have a great school year!

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# Palmerton Senior High School Staff

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## Secretary

Terry Freed

Tracy Smith

Dianne Smelas – Guidance Secretary

## Teaching Staff

Miranda Allen

Carol Andrews

Jeana Baumgardt

Marsha Beers

Karen Bernaski

Craig Borland

Michael Brennan

Dawn Burke

Jeremy Coleman

Christine DeLong

Anna Corby

Jennifer Danzeisen

Jose Elvir

Robert Falkenstein

Travis Fink

Randi Freed

Michael Gombert

Brent Harris

Thomas Heinick

Lyndsey Heinrich

David Kellerman

Jeanne Knepper

Alex Knoll

Matthew Kosciolk

Paul McArdle

Josh Nenscel

David O'Brien

Kerry Palumbo

Justin Petersen

Thomas Smelas

Bonnie Tavella

Erik Tracy

Pam Wuest

## **Paraprofessionals**

Darlene Dugan  
Denise Homlak  
Sue Kuehner  
Mary Meinhart  
Miranda Moyer  
Ann Marie Ross

## **Guidance Counselor**

Vicki McHugh – Grades 10 and 11  
Bryna Witkowski – Grades 9 and 12

## **School Nurse**

Laura Thomas

## **ESL**

Jill Figner

## **Athletic / Activities Director / Title IX Coordinator**

Andrew Remsing

## **Office Hours**

7:00 AM to 3:00 PM ...during school year

## **School Address**

3525 Fireline Road  
Palmerton, PA 18071  
610-826-3155

## **School Colors**

Royal Blue and White

## **Mascot/Nickname**

The Blue Bombers

## **Board of Education**

Chuck Meyers - *President*

Tammy Recker – *Vice President*

Sue Debski – *Treasurer*

Deborah A. Scheckler – *Board Secretary*

Barry Scherer

Charles Gildner

Darlene Yeakel

Joshua Smale

Josann Harry

Sherry Haas

John Audi – *Board Solicitor*

## **School District Administration**

Scot Engler – Superintendent

Daniel Heaney – Director of Curriculum  
Instruction and Technology

Joseph Faenza – Director of Facility and  
Grounds

**PALMERTON HIGH SCHOOL**  
**2016-2017 SCHOOL CALENDAR**

**2017**

**AUGUST**

22 (Tuesday)	In-Service for Teachers
23 (Wednesday)	In-Service for Teachers
24 (Thursday)	In-Service for Teachers
28 (Monday)	<b>First Day for Pupils</b>

**SEPTEMBER**

1 (Friday)	Labor Day Holiday
4 (Monday)	Labor Day Holiday
7 (Thursday)	School Picture Day

**OCTOBER**

9 (Monday)	In-Service for Teachers
25 (Wednesday)	School Picture Re-Take Day

**NOVEMBER**

20 (Monday)	Early Dismissal
21 (Tuesday)	Early Dismissal
22 (Wednesday)	Early Dismissal
23 (Thursday)	Thanksgiving Holiday
24 (Friday)	Thanksgiving Holiday
27 (Monday)	Thanksgiving Holiday

**DECEMBER**

21 (Thursday)	Early Dismissal
22 (Friday)	Christmas/Winter Holiday
25 (Monday)	Christmas/Winter Holiday
26 (Tuesday)	Christmas/Winter Holiday
27 (Wednesday)	Christmas/Winter Holiday
28 (Thursday)	Christmas/Winter Holiday
29 (Friday)	Christmas/Winter Holiday

**2018**

**JANUARY**

1 (Monday)	New Year's Holiday
15 (Monday)	Martin Luther King Jr. Holiday

**FEBRUARY**

16 (Friday)	Presidents' Day
19 (Monday)	Presidents' Day Holiday

**MARCH**

29 (Thursday)	Spring Break/Tentative Snow makeup
30 (Friday)	Spring Break

**APRIL**

2 (Monday)	Spring Break/Tentative Snow makeup
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**MAY**

4 (Friday)	In-Service for Teachers
28 (Monday)	Memorial Day Holiday

**JUNE**

1 (Friday)	Early Dismissal
4 (Monday)	Tentative last day for students (Early dismissal)



## Athletics

The Palmerton Area High School is a member of the Colonial League and also must follow their guidelines involving athletics. All students participating in athletics as an athlete are required to meet the high school regulations and standards as follows ...

- A student will no longer be eligible to participate in high school athletics when he/she reaches his/her nineteenth birthday as defined by the PIAA guidelines.
- A student who has been enrolled in grades 9-12 for eight or fewer semesters is eligible. Therefore, the maximum high school (grades 9-12) participation is four years in any one sport.
- A student enrolled in any grade below the ninth grade is eligible to play more than one year in that grade.
- The student shall have no outstanding obligations to the school in order to participate in a sport.
- Each athlete who competes in any sport must acknowledge that all school issued equipment must be returned at the end of the season, regardless of the condition of the equipment. If the equipment is not returned, the athlete is responsible for the full price based upon the replacement costs determined by the athletic director
- Physicals for all sports will take place at the end of the school year. **This physical is valid for all Palmerton Athletics offered for the entire school year.**
- A student is also responsible to follow all regulations in regards to concussion testing. The rules are changing constantly in regard to concussions and any other type of head injury. Therefore, please follow the directions of the trainer and your doctor at all times.

## **Athletic and Club Eligibility**

Participation in athletics and clubs are a privilege at Palmerton Area High School. In order to be eligible to participate in athletics and clubs, a student must be passing at least three block schedule courses per semester. Eligibility shall be cumulative from the beginning of a grading period. Eligibility is reported by the teachers on a weekly basis. Students who do not meet the requirements as described in this section will be ineligible for a period of one week (Sunday through Saturday) following the Friday deadline for reporting eligibility. Athletes must be passing three of their four blocks to be eligible to participate in interscholastic athletics during the current grading period or the next grading period or school year. In cases where a student's work in any preceding grading period does not meet the standards described in this section, the student will be ineligible to participate in interscholastic athletics for a period of ten (10) school days beginning the day report cards are issued. Ineligible students cannot attend practice sessions or athletic events with the team. The school encourages the student to work on their academics during this time away.

*The same guidelines described above will be followed with regard to eligibility for club participation. All activities will follow the same guidelines.*

## **Athletic Injury Policy**

In the event of any injury to an athlete, the following procedures must be followed:

- The athlete must report to the coach and/or trainer. These individuals will determine the nature and severity of the injury
- The trainer will inform the coach and parents of the nature of the injury and will discuss treatment
- If the athlete is referred to, or elects to go to a physician, the athlete must have the proper paperwork completed for the physician and/or hospital.
- In order for the athlete to return to participation, he/she must have a note from the physician stating that the athlete is permitted to return and play. This note should be given to the trainer.

## **Supporting Our Blue Bombers**

The school district expects appropriate sportsmanship at all athletic contests and activities. We definitely want to support our student athletes and we want our students to represent us well. Remember, our reputation and the reputation of the community is on the line at every event.

**Go Blue Bombers!**

## **Transportation**

Bus transportation is a privilege. Failure to observe district rules may result in denial of transportation.

Students must ...

- stay seated at all times.
- not throw anything in or out of the windows.
- not extend their arms, legs, or heads out of the bus.
- not smoke on the bus.
- not eat or drink on the bus.
- not bring any weapon or weapon-like object onto the bus.
- not litter the floor of the bus.
- not board or exit at any stop other than their designated bus stop unless given permission by a school official.

Additionally, the school code of conduct is in effect on the bus. Students who do not abide by the rules may receive detention, suspension from the bus, or out of school suspension (OSS). Also, citations might be issued with corresponding community service requirements for each infraction.

Proper bus behavior is critical for everyone's safety and well-being. Any infraction will be reported immediately to the school principal. Misbehavior on the bus cannot be tolerated. This includes buses used for school activities such as field trips and athletic contests. Bus drivers have the responsibility for maintaining discipline on their buses.

*At bus stops, students must not play games on the street, trespass onto private property, or misbehave in any manner. (Disciplinary action could result.)*

## Attendance

The "Compulsory School Age" in the Commonwealth of Pennsylvania is that period of the child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight until the age of seventeen.

Irregular attendance at school is one of the most common causes of failure. Even though a student may try to "make up" what has been missed, it is almost impossible to duplicate the experiences which occurred as the class discussed the lesson.

The State Law is very strict in regard to children's absence from school. Sickness of the child, death in the family, and extreme emergency reasons are the only reasons for absence that the state will accept as legal excuses.

If a student is ill and cannot come to school, a parent needs to write a note indicating the reason for the absence. **If an absence lasts three consecutive days, a doctor's note must accompany the note from the parent.** This note(s) should be brought to the office.



Excused, unexcused, and illegal absences are determined by our school policy and the school code. When a student is absent for a total of **six days, the parents will receive a letter from the school.** If excessive absences continue, a parent/student conference will be required. **If a student misses 9 days, a letter may be sent home indicating that a doctor's note may be required for the absences.** Credit may be withheld for any student who misses 14 classes or 14% or more of the school year.

**A student must arrive by 10:00 AM to be considered present for the day. If the arrival time is after 10:00 AM, the student will be considered absent and will not be able to participate in after-school activities which include co-curricular try-outs, practices, games, events, sports, trips etc.**

***A note or excuse from a physician is expected when leaving school early for an appointment.***

If your family is planning a vacation on school days, your child must bring a note into the office stating where and when your vacation will take place at least one week in advance. The office staff will fill out a Vacation Form and forward it to the principal. Once the vacation is approved the student will then take it to all his or her teachers. Failure to comply can result in an unexcused absence(s). **Vacations should not be planned around state mandated testing like the Keystone Exams in January and May as these tests are becoming graduation requirements for many students.**

The Palmerton Area Senior High School has a truancy elimination plan. The district will make every effort to work with you and your child. However, if our attempts fail, the child and the parent(s) can be cited for truancy.

Everyone at the Palmerton Senior High School is proud of our school. And we need you and your child to fully participate in the educational process.

### Tardiness



If a student is late to school, he/she should report to the Office to get a late pass before going to class. The student must have a note from a parent excusing the lateness. Lateness due to an appointment with a doctor must be covered with an excuse from the doctor's office. The late pass should be presented to the office. **Four unexcused late arrivals will result in detention.** As the late arrivals accumulate, so will the consequences. The Palmerton Area Senior High School follows a progressive discipline policy. Lateness to school can become a serious problem because it interferes with a student's academic success. It also disrupts the orderly routine of the school. Each year, we review the discipline date. As a parent, please make every effort to ensure your child gets to school in a timely manner. Whenever they are late, they are missing valuable instructional time. It should be also noted that we are required to follow Pennsylvania School Attendance laws. **Please be on time.** If a student is late a fifth time in a semester and misses an entire block of classes, the student will need a medical excuse.

Lateness may be excused when a written explanation of the lateness is provided by the parent or guardian and is approved by the school. **Please note that waking up late is never a valid excuse for lateness.**

At the secondary level, students are encouraged and expected to take on more and more responsibility. Getting to school on time is one of these responsibilities. **Excuse notes that do not state a clear or specific reason for lateness will not be accepted.**

When a student repeatedly arrives late to school with notes stating that the student is generally ill or not feeling well, the school may request a doctor's statement justifying the lateness.

### **Class Cuts**

Class attendance is vital to the learning process. Therefore, class cuts are not an acceptable behavior. The following consequences will be implemented:

#### *First Class Cut*

A conference will be held with each student that cuts a class. A detention will be issued. The parents will be called. A follow-up letter will be sent to the parents.

#### *Second Class Cut*

A conference will be held with each student. An in-school detention will be issued. The parents will be called. A follow-up letter will be sent to the parents. A warning stating that the student may be ineligible to pass the class due to attendance will be issued. The student's guidance counselor will also be notified.

#### *Third Class Cut*

A conference will be held with each student. An out of school suspension can be issued. The parents will be called. A follow-up letter will be sent to the parents. A warning stating that the student may be ineligible to pass the class due to attendance will be issued. The student's guidance counselor will also be notified.

#### *Fourth Class Cut*

The parents will be informed that the student may be denied credit for the class for the quarter, and therefore receiving a grade of "F" for the class for that marking period.

## Guidance

The Senior High School guidance department is charged with improving each student's self-image. The primary function is to promote the educational and personal growth of each student and, in cooperation with the other professional staff, to promote the physical, intellectual, and moral maturity of each student.

- to coordinate a system of maintaining and interpreting student records for use by our students, their parents, and the school staff.
- to strive to consult and follow-up with each student, parent, school staff member, and administrators regarding the program of testing and pupil self-appraisal.
- to make individual counseling available to students.
- to assist students in course selection, academic concerns, course selection, career planning, and college selection.
- to maintain a system of referrals and follow-ups with agencies and resources available outside the school which support the goals of the school guidance services.

Students who wish to go to the Guidance Office are encouraged to schedule an appointment with the administrative assistant of the guidance counselors.

## Grades

Grade point average (GPA) is calculated for students at Palmerton High School using the following scale:

A+ 4.3	A 4.0	A- 3.7
B+ 3.3	B 3.0	B- 2.7
C+ 2.3	C 2.0	C- 1.7
D+ 1.3	D 1.0	D- .7
F 0		

Courses designated as either honors or advanced placement will receive weighted grades. The grades are weighted since the academic expectations of students in these courses are considered to be greater.

The weighted grades will be used for GPA calculations and class rank only. Honors and AP Courses will be weighted with a factor of 1.1.

Any questions regarding a student’s class rank and GPA should be directed to the guidance office.

### **Final Exam Exemption**



Students may earn an exemption from one final exam where they have a final average of 93% or above and no marking period grade lower than a 90 for all three marking periods within a semester or all six marking periods in the full year Algebra I class. If a student satisfies these criteria, he/she should see the guidance counselor to verify the grades. If the grades are confirmed, the student will receive a pass that must be taken to the teacher. **Students need a doctor excuse for absences during finals.**

## **Graduation (Credit Requirements)**

### ***Standard Diploma***

<u>Subject</u>	<u>Credits</u>
English .....	4
Social Studies .....	4
Math .....	4
Science.....	4
Humanities (Art/Music/Physical Education & Health) ....	2
Additional Humanities Elective .....	1
Technology .....	2
Electives (Including Foreign Language).....	7
TOTAL.....	28 CREDITS



The grading scale is as follows:

A+...100-97                      C+... 79-77                      E ... 59-50 \*

A ... 96-93                      C ... 76-73                      F ... 49-0

A- ... 92-90                      C- ... 72-70

B+ ... 89-87                      D+... 69-67                      \* Used for final semester  
grade only

B ... 86-83                      D ... 66-63

B- ... 82-80                      D- ... 62-60

In order to pass a course for the year, a student must meet **both** of the following standards:

- The student must pass 2 of the 4 grading units. A grading unit is defined as any one of the three marking periods or the final exam.
- The student must earn a 60% average over all three marking periods and the final exam. (Each marking period counts as two-sevenths (2/7) of the final grade. The final exam counts as one-seventh (1/7) of the final grade. All grades are averaged numerically.

### **Keystone Tests**

Earning a proficient or higher grade on the subject-based Keystone Tests is now a graduation requirement for some grade levels. Also, the results of these tests can now be placed on transcripts. **The Keystones tests are given in January and May.**

### **Semesters / Marking Periods**

Each semester will be divided into three marking periods. At the end of each marking period, a scholastic report card is sent home with the student to the parent or guardian. This means that report cards will be issued three times each semester. The third report card of each semester will show the final grades and total credits earned.

The progress of a student in each subject will be indicated by a numerical grade.

- 90-100 .....A**      Indicates superior work
- 80-89 .....B**      Indicates above average work
- 70-79 .....C**      Indicates average accomplishments
- 60-69 .....D**      Indicates below average work. This deserves parental attention.
- I or NG .....F**      Indicates incomplete work as a result of a student’s absence from school. In this case, the grade has been withheld temporarily. Unless the work is made up within two weeks from the time the pupil receives notice of the incomplete, the grade of “I” will automatically change to “F.”
- 50-59 .....E**      Indicates failure. Students are eligible to complete a summer and/or winter credit recovery program to earn credit.
- 49-0 .....F**      Indicates failure. Unless sufficient improvement is made in the student’s progress to justify a passing mark as explained above, the student will not receive any credit for his/her work.

**Each marking period receives the same weighting. The final exam is one-seventh (1/7) of the final grade.**

### **Promotion and Retention**

#### **Minimum Standards**

- Ninth to Tenth Grade ..... 6 credits
- Tenth to Eleventh Grade .....13 credits
- Eleventh to Twelfth Grade ....20 credits
- Graduation .....28 credits

➤ **A student who receives an “E (50 – 59%)” as a final grade in a course is eligible to attend credit recovery class.**

- Summer and winter credit recovery programs may be offered. However, there is no guarantee that this option will be available any particular year as there are costs involved.
- A student who receives an “F (50 – 59%)” will **not** be given an opportunity to attend a credit recovery class.

### **Honor Roll Qualifications**

High Honors .....	3.75 to 4.00+
Honors .....	3.25 to 3.74

### **Report Cards and Progress Reports**

Report cards will be issued shortly after the close of each marking period. Report cards for the first and last marking periods will be mailed. Once signed, they must be returned to the student’s first block teacher. Midway through each marking period, progress reports are sent to students who are in danger of failing a course. Please note that course grades can also be checked at any time using our on-line parent portal.

### **Summer Reading**

The Palmerton Area Senior High School has implemented a summer reading program. The goal of this program is to enhance reading skills and to foster a love of reading. The book selections were made by the English department teachers along with the school administrators. This program is in place for students who have been selected to take Honors English or AP English.

### **Visitors**

All visitors to the building including parents, other district staff, outside service workers, delivery people, or sales people must first visit the main office to sign a registration sheet. A visitor pass will be issued at this time. This pass must be worn at all times. This pass should be returned when the visitor is leaving.

The main front door is the only entrance / exit that should be used by visitors. Anyone noticing a stranger in the building without a pass should report the situation immediately to the main office.

## **Cheating / Plagiarism**

Cheating and plagiarism of any type will result in a failing grade for the particular evaluation or paper / project for the student caught cheating. If another student voluntarily provides information (homework, etc.) to another student to aid in cheating, this student may also receive a failing grade for the particular evaluation or paper / project. Depending on the severity of the violation(s), failure of the course for the marking period is also possible.

## **Emancipation**

According to the Pennsylvania Department of Education, a student 18 years old (or older) will be treated as any other student who attends the school. These students are still required to have their parents sign excuses and other forms if they are living with their parents. To declare emancipation you must not be living with your parents. The student must submit a notarized statement from the parents absolving them of all legal responsibility. Proof of the student's change of address is also required. The only time an 18 year old is treated differently is when they are permitted the opportunity to vote. This absence is considered an excused absence or lateness in order to complete their civic duty as a citizen of the United States of America.

## **Technology / Computer Policy**

It is the student's responsibility to read and understand the Technology / Computer Policy. All students will receive a copy each year. Students are required to sign and return the policy statement each year. The Policy is also posted on our web site ... [www.palmerton.org](http://www.palmerton.org)



## **Cell Phones**

Cell phones are a major disruption to the educational process. However, we recognize the importance of the phone for communicating with parents during an emergency as well as the possible educational benefit that they may have in the classroom. Headphones, I-pods, and phones may be used to listen to music during the common time in the enrichment period if it is approved by the teacher. These devices must be out of sight in the hallways. They may not be worn around the neck. They must be out of sight.

In order for a student to carry a pager, the school must be notified. A valid reason must be provided. (Examples: volunteer fire department or ambulance services.)

### **Lockers**

Each student will be assigned a hall locker to store their coats and books. Please note that these lockers are the property of the Palmerton Area School District. Students are not to share lockers unless assigned by the office. Students should keep their assigned lockers closed and locked.

Students may not use lockers to store substances or items that are prohibited by law or district regulations. Lockers should not be used to store anything considered to be a threat to the health, safety, or welfare of the occupants of the school building or to the building itself.

**The school assumes no responsibility for locker contents.** Locker combinations should be kept as a secret.

The School Board reserves the right to authorize its' employees to inspect student lockers at any time.

### **Personal Property**

The school and school district will not be responsible for the loss or damage of any personal items.

### **Book Bags / Backpacks / Purses**

Book bags and backpacks may be used to carry books to and from school. However, they may not be carried in school between classes. Purses are to be no larger than 8 ½" x 11".

### **Lost and Found**

The school holds unclaimed articles for a period of time. If these items are identifiable, they will be returned to the students. Therefore, students should clearly mark possessions with their names. Unclaimed articles will either be donated to a charity or discarded.

### **Senior Pictures**

We do not offer senior pictures. If you are interested in getting pictures for graduation, there are some very reputable companies in our area.

Please note that getting pictures taken during the school day that result in missed class time **is not considered an excused absence**. All reputable photographers offer evening and weekend appointments.

### **Parental Involvement**

Parent involvement in school matters is a key factor in ensuring student success. We strongly encourage involvement with your child's education.

### **Parent Portal**

The Senior High School offers web access to PowerSchool via our Parent Portal. This means that you will be able to see your child's grades and attendance on a weekly basis. All students / parents are required to have access this information. Even if you don't have access to a computer at home, students can check their grades at school. If you do not have access, please contact the high school office. If you registered for an account last year, the log in and password will remain the same. If you forget your password, please email [tfreed@palmerton.org](mailto:tfreed@palmerton.org) or [tsmith1@palmerton.org](mailto:tsmith1@palmerton.org).

### **Student Help**

Students who are having school problems because of home issues, relationship issues, or depression can get help. We truly want to help. The Palmerton Area School District, either directly or in conjunction with the Carbon-Lehigh Intermediate Unit, provides programs and services which may be required by students with special needs. Screening activities for these services are ongoing throughout the school year. These activities are coordinated by the Child Study team. The team is comprised of the principal, counselor, school psychologist, and teachers.

### **Student Records**

Parents have the right to inspect and request a copy of student records. Requests must be submitted in writing to the building principal. In accordance with Pennsylvania State Law, the school has 45 calendar days to produce these records. A parent of a special education student will be given the records in 72 hours if it is in preparation for an IEP meeting.

## Homework

In addition to regular class work, outside assignments are essential components for most courses.

A homework project is assigned by a teacher to ...

- promote good study habits.
- help a student master a new skill.
- enhance and stimulate a student's creativity.
- ensure that a student understands the class material.
- inform parents of what is being taught in the classroom.

In order to meet these objectives, homework must be considered as important and necessary. Even at the high school level, time shared between parents and students should prove beneficial to everyone.

Please note that when a student returns from an excused absence, he/she is responsible to check with the teacher for missed work. If a student is out of school unexcused, it can result in a grade of zero (0).

## Appropriate Grooming

The school is also responsible for establishing and maintaining a positive learning environment and minimizing the opportunity for distraction and/or disruption. With that in mind, the administration reserves the right to determine the appropriateness of any item of school dress in order to ensure an educational atmosphere that fosters and promotes effective and efficient learning.

The following is a list of **inappropriate** articles of clothing:

- a. all head apparel to include hats, caps, hoods, bandanas, do-rags, headbands, and sunglasses (except with prior administrative approval)
- b. clothing, accessories, and tattoos that display lewd, vulgar, obscene, or plainly-offensive language or symbols such as, but
- c. not limited to, alcoholic beverages, tobacco, drugs, or violent behavior: also, any tattoo that disrupts the educational process.
- d. clothing that makes underwear or bare skin visible between the upper chest and mid-thigh is prohibited. Tops must have a minimum of one inch straps. Showing cleavage (defined as the

separation between a woman's breasts per the American Heritage Dictionary of the English Language) is also prohibited.

- e. boys and young men are not permitted to wear sleeveless shirts.
- f. footwear with a three-inch or higher heel. No flip-flops, thongs, sliders, bedroom slippers, or roller shoes. Footwear meant to be tied must have the laces tied appropriately.

There shall be no body piercing jewelry other than the ears. If there is a religious reason to seek an exemption to this rule, please notify the school in writing. All sharpened objects must be capped. Wallet chains and/or dog collars of any type are prohibited. For more information please see the Palmerton Area School Board Policy #221.

If there are any questions and/or doubts as to the appropriateness of an article of clothing or jewelry, please check with the administration prior to wearing the questionable item. Parental cooperation is necessary to ensure compliance with the dress policy. The teachers and administrators do not want to be censors.

Repeat violations of the dress code will result in disciplinary action. Depending on the nature of the violation, parents may be required to come to school to provide appropriate clothing for their children

### **Lost and/or Damaged Books and Equipment**

Students will pay for lost books and/or equipment as well as for extra wear and damage. Students will be charged the replacement cost of the text or other items lost. Student records and/or report cards will not be issued to students with outstanding obligations. Students with outstanding obligations will not be permitted to participate in athletics, clubs, or activities until the obligation is met or at the discretion of the principal or activities director.

A student will not be permitted to participate in commencement activities until all school obligations from every grade level are addressed. This includes any obligations related to the cafeteria.

### **Cafeteria**

A cafeteria service is provided to the Palmerton High School student body. This includes a breakfast program. Meals are carefully prepared so that the students are served well-balanced nutritious meals at a nominal cost. Students must use their student id numbers to purchase meals or snacks.



They may prepay or use cash. Parents may prepay by sending a check (payable to PASD Cafeteria Fund) or cash in an envelope with the student's name & grade on the front. This payment can be presented to any cashier in the cafeteria.

Lunch should be a pleasant experience for both the students who eat in the cafeteria and the staff members who monitor the cafeteria. Students are expected to conduct themselves in the school cafeteria in the same manner as would be expected in a restaurant setting. Eating can and should be a pleasant social experience if everyone recognizes their responsibility to people sitting near them. Unmannerly, rude, loud behavior will not be accepted in the school cafeteria or for that matter, in any part of the school. Students have the choice to bring their lunch or to buy the prepared lunch. Regardless of this choice, students are required to eat their lunch in school. They may not leave the building for lunch.

Please realize that there are cameras in the cafeteria to keep the area safe for everyone.

Applications for free or reduced meals are available and from the Senior High office or from cafeteria personnel. Students must reapply each year. If you have any questions about this program, please call 610-826-3155 ext. 2218.

### **School Dances and Senior Prom**

Dances are provided at the high school to provide a positive out of school activity and to promote a healthy monitored environment for social exchange. In order to provide a positive environment, certain rules of good conduct and peer respect are in place.

Remember, in order to attend an evening event you must be in school that day. If you arrive late to school, you must arrive at school before 10:00 AM in order to attend any after school or evening event. Also, if you are leaving school early, you must be in school until 10:00 AM in order to attend any after school or night activities unless you return to school later in the afternoon in order to complete at least a half-day of school.

A student who is serving an Out of School Suspension (OSS) may not attend or participate in any school activity or game that day. A student who is suspended in school may not participate in any school activity

scheduled during the school day, after school, or any evening event that day. They must leave the school premises when school is dismissed for the day.

Students are expected to follow all school rules, regulations, and procedures at all school activities and athletic contests. Violations may result in the loss of attending similar future events.

**Junior High school students are not permitted to attend high school dances.** When a guest turns 21, he or she may not attend the dances or prom. Students who wish to bring a guest from another school must complete a Guest form and return it to the sponsoring club advisor three days prior to the dance. Prom Guest forms must be completed and submitted for approval to the senior class advisor one week prior to the sale of tickets.

### **Driving Privileges and the Use of Parking Lot**

Driving to school is also a privilege that can be revoked at any time. Unsafe driving while entering or exiting the school district parking lot will not be tolerated. Unsafe driving puts others at risk. Also, your vehicle must be registered. **There are no exceptions.** You can obtain a parking pass registration sheet in the office. You will need driver's license, parental permission and proof of insurance. In the event that all parking spaces are full, preference will be given to students with appropriate behavior and valid need (examples: involvement in school activities, after school employment, or family circumstances). Any student who operating a vehicle in an unsafe manner can be cited by the state police and privileges revoked immediately. The decision to revoke a parking permit is at the discretion of the school. The payment for the parking permit is \$10.00. Students are only permitted to park in the student parking lot. They are permitted to park on the East side or in front of the school parking lot at any time. These spots are reserved for faculty and staff members. The student parking lot is closest to the stadium.

### **Student Rights / Hearings**

Education is a fundamental right. Accordingly, students will be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving an out-of-school suspension lasting more than three days, a student will be given an informal hearing. The purpose of the informal hearing is to enable the student to meet with the principal to explain the circumstances surrounding the event for which the student is

being suspended or to show that there is some compelling reason why the student should return to school.

The informal hearing also encourages the student's parents or guardians to meet with the principal to discuss ways to ensure that future offenses can be avoided. Every effort will be made to ensure confidentiality between students and guidance counselors, school nurses, the school psychologist, other school employees or contracted employees of the district.

### **Positive Behavior Support (PBS)**

At the high school, we are beginning the fourth year of implementation of our Positive Behavior Support (PBS) system. The purpose of this program is to celebrate our success and reward and encourage appropriate behaviors while being firm, fair, and consistent with the behaviors that are not wanted. Two years ago, we created a new discipline referral system that categorizes discipline issues into two categories ... minor and major. Our matrix of expected behaviors will be sent home with students.

### **Disciplinary Actions**

Privileges at the High School must be earned. Any student who participates in co-curricular activities (school-sponsored athletic competition and club activities) must uphold a certain conduct. Membership / participation in co-curricular activities is a privilege, not a right. Participation in pep rallies, and other events used to enhance the curriculum is also a privilege. These privileges carry with it certain responsibilities and expectations. Students who do not honor these expectations may be removed for a period of time from the event at the discretion of the administration. They may also be temporarily withdrawn for improper behavior.

#### *Detention*

##### *Lunch Detention*

Lunch detentions are served outside of the lunch room in a specified room.

##### *Office Detention*

The administration may assign office detentions. **The only acceptable excuse for a student not reporting to an office detention is a doctor or dental appointment.** These appointments must be reported to the office prior to the detention so that the detention can be rescheduled. Students must arrange their own transportation.

## **Disciplinary Actions (continued)**

*In-School Suspension*

*Out of School Suspension*

### **School Rules and Regulations**

Effective discipline serves two purposes. First, it prevents the recurrence of a particular misbehavior in a student. Second, it is a learning experience for the student, permitting him or her to see why certain rules have been established and why they must be followed. Many of our rules are developed in connection with society norms and are a function of the “real world.” The Senior High School cannot act like an island. It should be a pillar of our community and serve as an example for our lower grades. We need to ensure the development of our students to provide them with the opportunity to succeed as they move from one level to another.

Our school discipline policy has three primary objectives.

1. preserving the kind of environment needed for effective teaching
2. dealing with disorderly conduct in a consistent manner that corrects a student’s behavior while keeping the student in school as much as possible
3. using out-of school suspension or recommendations for expulsion as a last resort only when the education environment of other students is significantly affected.

For these objectives to be met in school, the student must learn basic disciplinary guidelines both at school and at home. Discipline must be considered important and necessary by the student, the parents, and the school staff.

Unacceptable forms of student behavior can be organized into three categories:

#### **Level I**

Acts of misbehavior usually resolved by the classroom teacher.

## **Level II**

Misbehaviors, which by their seriousness or frequency require disciplinary action at the administrative level.

## **Level III**

Misbehaviors which involve acts directed against persons or property. This level of misconduct requires action at the administrative level.

## **Level IV**

*Misbehaviors which are illegal or criminal in nature.*

This section identifies some of the unacceptable student behaviors and cites the disciplinary action violators can expect. However, final decisions are at the discretion of the administration.

## **Level I**

### **Violation of School Policy**

- Minor class disruption
- Lying
- Classroom tardiness
- Loitering

### **Disciplinary Action (Progressive)**

- Conference with teacher
- Parental contact
- Lunch Detention (Teacher)
- Detention (Office)

## **Level II**

### **Violation of School Policy**

- Tardiness to school
- Truancy
- Class Cutting
- Leaving the building without permission
- Forgery
- Use of profane or obscene language, gestures, or materials
- Defiant, continuous disruptive behavior (including on a school bus and/or at a school event)
- Discourteous acts directed to a staff member
- General disruptive behavior

Gambling  
Tobacco  
Throwing food or other objects  
Failure to serve assigned detention or extended detention  
Trespassing

### **Disciplinary Action (Progressive)**

Parental contact  
Parental conference  
Loss of privileges  
In-Class Suspension  
In-School Suspension  
Referral to appropriate community agencies  
Disorderly conduct charges  
Restitution for damage/stolen property (report card held until payment received)  
Out-of-School Suspension

## **Level III**

### **Violation of School Policy**

Possession, using or being under the influence of alcohol and/or drugs as defined by the laws of the Commonwealth of PA and the United States Congress  
Theft, possession, or sale of stolen property  
Vandalism of employee or school district property  
Fighting, assault, and/or battery  
Threatening or intimidating any school personnel / students  
Possession, use, or transmittal of firecrackers or fireworks  
Harassment

### **Disciplinary Action**

Out-of-School suspension  
Loss of privileges  
Immediate referral to appropriate authorities  
Recommendation to superintendent for possible expulsion

## **Level IV**

### **Violation of school policy**

Continuation of unmodified Level I, II, or III behavior  
Assaulting a staff member  
Extortion

Bomb Threat  
False fire alarm  
Arson  
Furnish/selling unauthorized or controlled substances  
Setting off fireworks

### **Disciplinary Action**

Out-of-School suspension  
Loss of privileges  
Immediate referral to appropriate authorities  
Recommendation to superintendent for possible expulsion

### **Illness / Injury/Immunizations - First Aid**

Students who become ill during the day should request a pass from their teacher and report to the school nurse. Reporting to the nurse without a pass is only permissible in the case of an emergency. In the event of an illness or injury that requires the student to be sent home, the **nurse** will contact the parents to make the arrangements for them or their designee to pick up the student. It then becomes the responsibility of the parent to arrange for further care. **Students are not permitted to call home to be picked up because they are not feeling well. They must report to the nurse's office. This action will result in an unexcused absence for the student.**

*Injuries or illnesses that happen at home should be taken care of at home.*

All parents are responsible for assuring that all students have the proper immunizations. The immunization guidelines are as follows ...



4 doses of DPT or 1Tdap- one dose on or after the 4<sup>th</sup> birthday

4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)

2 doses of measles, mumps, rubella (usually given as MMR)

3 doses of hepatitis B

2 doses of varicella (chicken pox) vaccine or evidence of immunity

**For attendance in 12<sup>th</sup> grade:** 1 additional dose of MCV on the first day of 12<sup>th</sup> grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

## **Medication Policy**

Medications cannot be dispensed by any school district personnel without the knowledge and approval of the school nurse. This regulation will be strictly enforced.

All required medications are to be kept in the Health Suite, unless otherwise designated by the school nurse. Medicines of any kind (pills/syrup/etc.) cannot be in the possession of a student. This includes lunch bags, purses, lockers, etc.

***If health or safety conditions require medication to be given to a student during school hours, the medications will be dispensed by the school nurse.***

The following rules apply.

- Upon arrival at school, the student shall give the medication and a doctor's note to the nurse.
- Medication must be in the original container from the doctor/pharmacy. The full name of the student as well as the name of the medication must be printed on the container.

This medication policy is designed to aid in the welfare and safety of the student. Your cooperation is greatly appreciated.

## **Drug Awareness**

The school district recognizes that the use / misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As a society, we should strive to prevent drug abuse. For the purposes of the policy, the term "drugs" will refer to ...

- all dangerous controlled substances prohibited by law
- all look alike drugs
- all alcoholic beverages
- drug paraphernalia
- any prescription or patent drug, except those for which permission to use in school has been granted. (Please refer to our medication policy.)



The School Board prohibits the use, possession, or distribution of any drug during school hours on school property or at any school sponsored event. The district has the right to bring in drug dogs to prevent the sale, use, and / or possession of drugs and drug paraphernalia.

### **Smoking / Tobacco**

The Palmerton Area Senior High School campus is a smoke-free campus. The use and/or possession of tobacco products on school property and at school events is prohibited by the state under Section 6306.1 - Act 145, Title 18 and District code. (This policy also applies to Vape Pens, E-Cigarettes and similar type products.) Furthermore, students are prohibited from using these products as they approach and leave the campus before and after school. Violators will be subject to the disciplinary procedures outlined below:

#### **First Offense**

The student will receive an In-School Suspension (ISS) and may be referred to the district magistrate for prosecution.

#### **Second and Subsequent Offenses**

The student shall be suspended from school (out of school suspension) and referred to the district magistrate for prosecution.

### **Bullying**

Bullying has many definitions. The Palmerton Area Board of School Directors defines it as:

**Bullying** shall mean an intentional severe, persistent, or pervasive electronic, written, verbal or physical act, or a series of acts, directed at another student or students.

If you or your child feels they are being bullied, it should be reported to a school official (secretary, nurse, teacher, guidance counselor, principal, etc.).

Each bullying report is acted on and a written report prepared. This report will be kept on file for one calendar year.

## **Harassment**

The School Board strives to provide a safe, positive learning climate for students in our schools. District policy states that all forms of harassment including sexual and/or ethnic harassment will not be tolerated. The Board prohibits all forms of unlawful harassment of students by other district students, staff members, contracted individuals, vendors, and/or volunteers in the schools. The Board encourages students who have been harassed to promptly report such incidents to the building principal, assistant principal, counselor, nurse, team leader, or teacher. Complaints of harassment will be investigated promptly and corrective action will be taken when allegations are verified.

Harassment includes, but is not limited to, slurs, jokes or other verbal, graphic or physical conduct related to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, student to student, or student to employee. Any student who alleges sexual harassment by any staff member or student in the district should immediately report the complaint to the principal, assistant principal, counselor, nurse, team leader, or teacher.

Ethnic Harassment consists of inappropriate verbal or physical conduct when made by an employee to a student, student to student, or student to employee. This includes verbal harassment or abuse, reported remarks to a person with demeaning implications, other verbal or physical conduct, or written communications of a hostile or offensive intimidation.

## **School Safety and Surveillance**

The Palmerton Area School District is committed to the safety and security of our students, staff, and schools. We encourage and welcome visits from local law enforcement agencies: we will also routinely conduct safety drills so that we can be as prepared as possible in the event of a true emergency. Please know that we will not provide notice, either before or after, these routine visits and drills. We thank you for your understanding and cooperation.

## **Weapons**

Possession, use, and/or transfer of weapons, including any type of knife or Cutting instrument or look-alikes, on school property during school hours or activities, and to or from school and/or activities, including on school buses, is strictly prohibited. This policy is in effect regardless of intent. The term weapon is defined in district policy.

A violation of this policy will result in the following steps

- a) Suspension from school
- b) File a police report
- c) Expulsion hearing recommendation
- d) Expulsion hearing
- e) Follow district policy and Pennsylvania State Code

## **Weapons and Dangerous Instruments**

Any student found to have possessed or be in possession of or transporting or have transported a weapon on school property during school hours or activities: or on property being used by the school: or any school function or activity: or while the student is on his/her way to or from an activity: or while the student is on any public conveyance providing transportation to school or any school sponsored activity, regardless of intent, will immediately be reported to the local police; scheduled for an informal hearing; cited for a ten day out of school suspension; and presented to the Board for formal expulsion proceedings in accordance with the Pennsylvania School code.

Appropriate disciplinary and/or legal action will be taken against students who possess weapons and against students who assist possession in any way. The school district shall expel from school, for a period of not less than one (1) year, any student who violates this policy and shall report such incident relating to expulsion to the Department of Education. The Superintendent may recommend discipline short of expulsion on a case by case basis.

The term “weapon” refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look alike firearms): any explosive device of any kind: and Bowie knife, Dirk knife, lock blade knife, hunting knife, or any knife: or other tool or instrument that is not reasonably related to education such as, including but not limited to, chains, brass knuckles, night sticks, axe handles, straight razor/double edge razors, etc.

### **Integrated Pest Management Parent Notification**

This portion is to advise you that the Palmerton Area School District occasionally applies pesticides, herbicides, and fertilization products to property and inside buildings. The application of these type products is in accordance with the district’s Integrated Pest Management Program (IPM), which is available for public review in school offices.

Planned applications of products will be preceded by a notification posted in buildings not less than 3 days prior to anticipated date of service. Notifications will not be sent home unless requested in writing by the parent or legal guardian. Exceptions to the notification process would be an application in an emergency-type situation where there is an immediate threat to the health and safety of occupants. An example of this would be an infiltration of bees into an occupied space whereas the pests would need to be controlled immediately so as not to pose a health threat to occupants.

If your student has a history of experiencing adverse health effects from the use of pesticides or herbicides, you should provide that information to the school office. **If you require notification of planned applications, please submit a written request to this school office.**

For further information, review the IPM plan in the school office.