

PALMERTON AREA
SENIOR HIGH SCHOOL
STUDENT
HANDBOOK
2019 – 2020

This agenda belongs to:

Name: _____

PAHS Student Handbook – August 2019

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 continue 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!

Sincerely,

Paula A. Husar
Principal – Palmerton Area Senior High School

✂-----

I understand and accept the regulations and responsibilities described in the Student-Parent Handbook including, but not limited to, the topics of drugs, weapons, discipline and other school rules and regulations.

Student Name / Grade / Homeroom

Date

Parent / Guardian Signature

Student Signature

Please be advised that all students are subject to these rules, regulations, and guidelines even if this form is not signed or returned.

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PALMERTON HIGH SCHOOL
2019-2020 SCHOOL CALENDAR

2019

AUGUST	20 (Tuesday)	In-Service for Teachers
	21 (Wednesday)	In-Service for Teachers
	22 (Thursday)	In-Service for Teachers
	26 (Tuesday)	First Day for Students
	30 (Friday)	No School for Students
SEPTEMBER	2 (Monday)	Labor Day Holiday – No School
	11 (Wednesday)	School Picture Day
	11 (Wednesday)	Meet the Teacher Night
OCTOBER	14 (Monday)	In-Service for Teachers-No School for Students
	30 (Wednesday)	School Picture Re-Take Day
NOVEMBER	25 (Monday)	Early Dismissal
	26 (Tuesday)	Early Dismissal
	27 (Wednesday)	Early Dismissal
	28 (Thursday)	Thanksgiving Holiday
	29 (Friday)	Thanksgiving Holiday
DECEMBER	2 (Monday)	Thanksgiving Holiday
	20 (Friday)	Early Dismissal
	23 (Monday)	Christmas/Winter Holiday
	24 (Tuesday)	Christmas/Winter Holiday
	25 (Wednesday)	Christmas/Winter Holiday
	26 (Thursday)	Christmas/Winter Holiday
	27 (Friday)	Christmas/Winter Holiday
	30 (Monday)	Christmas/Winter Holiday
31 (Tuesday)	Christmas/Winter Holiday	

2020

JANUARY	1 (Wednesday)	New Year's Holiday
	2 (Thursday)	New Year's Holiday No School
	3 (Friday)	New Year's Holiday No School
	17 (Friday)	Early Dismissal- Final Exams
	20 (Monday)	Martin Luther King Jr. Holiday/ Tentative Snow Make-up
	21 (Tuesday)	Early Dismissal- Final Exams
FEBRUARY	14 (Friday)	Presidents' Day/Tentative Snow Make-up
	17 (Monday)	Presidents' Day Holiday

APRIL	9 (Thursday)	Early Dismissal
	10 (Friday)	Spring Break
	13 (Monday)	Spring Break/Tentative Snow Make-up
MAY	1 (Friday)	In-Service for Teachers/ No School for Students
	25 (Monday)	Memorial Day Holiday
JUNE	2 (Tuesday)	Early Dismissal
	3 (Wednesday)	Early Dismissal/ Tentative Last Day for Students
	4 (Thursday)	In Service for Teachers-No School for Students

Athletics

The Palmerton Area High School is a member of the Colonial League and must follow its guidelines involving athletics. All students participating in athletics as athletes 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 ninth grade is eligible to play more than one year in that grade.
- A 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 regard 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 is 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 school days, beginning the day report cards are issued. Ineligible students cannot attend practice sessions or athletic events with the team. The school encourages students 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 an injury to an athlete, the following procedures must be followed:

- The athlete must report the injury 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.

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/vape 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.

When the student returns to school, a parent needs to write a note indicating the reason for the absence. This note should be brought to the office. Excused and unexcused absences are determined by school code and Board policy. If a child between the age of entry into school and age 17 is absent without valid excuses, the parents/guardians may be invited to a school attendance improvement conference as part of an overall Truancy Elimination Plan (TEP).

The following attendance policy is designed to encourage communication with the home to encourage regular student attendance:

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 in a semester, 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 in a semester, 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 10% of a semester. After 6 unlawful absences in a school year, the school may refer

the student to Children and Youth and file a truancy citation with the District Magistrate.



To participate in any athletic or extra-curricular activity, the student must be present at the start of the school day, or by 8:30 AM with a written note from the parent/guardian.

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 of 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 graduation requirements.**

Early Dismissals

In order for a student to be dismissed early, a signed parent/guardian request should be submitted to the attendance office by 7:45 AM on the day of the early dismissal. The parent request must include the following:

- 1) A legitimate reason for the request.
- 2) A phone number where the parent/guardian can be reached to verify the request.

The parent/guardian note must be signed at the attendance office. The student will receive a pass from the attendance office and must report to the attendance office and sign out.



Tardiness

If a student is tardy to school, he/she should report to the office to get a late pass before going to class. If students arrive after 7:37, whether they miss one minute or an entire block, they are late to school and consequences will be given. Students who are tardy may not be eligible to make up missed work. 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 tardies per semester will result in detention.** As the tardies 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 data. We noted that lateness was a significant problem for the high school during the 2018-2019 school year. As a parent, please make every effort to ensure your child gets to school in a timely manner. Whenever students 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.**

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 the student. An in-school suspension 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 the 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 marking period and, therefore, may receive 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. Its 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.

Counselors will

- coordinate a system of maintaining and interpreting student records for use by our students, their parents, and the school staff.
- strive to consult and follow up with each student, parent, school staff member, and administrator regarding the program of testing and pupil self-appraisal.
- make individual counseling available to students.
- assist students in academic concerns, course selection, career planning, and college selection.
- 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 for the guidance counselors.

Grades

The 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-	0.7
F	0				

Courses designated as either honors or advanced placement will receive higher 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 school year. If a student satisfies these criteria, his/her teacher will give the student an exemption slip, which the student must turn in to the guidance office.

Graduation (Credit Requirements)

Standard Diploma

Subject	Credits
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 Languages)	7
 Total	 28

The grading scale is as follows:

A+	100-97	C+	79-77
A	96-93	C	76-73
		F	59- 0
A-	92-90	C-	72-70

B+	89-87	D+	69-67
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 a graduation requirement for some grade levels. Also, the results of these tests are placed on transcripts as Pass or Fail. **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	superior work
80-89	B	above average work

70-79	C	average accomplishments
60-69	D	below average work. This requires parental attention.
I or NG		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."

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

- 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 a grade of "F" will be given an opportunity to attend a credit recovery class. However, not all courses are offered all the time.

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. Please note that course grades can also be checked at any time using our on-line parent portal. (PowerSchool)

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 in. A visitor pass will be issued at this time. This pass must be worn at all times. This pass should be returned at sign out in the office, 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 or plagiarism of any type will result in a failing grade for the particular evaluation or paper/project for the student. 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, the student must not be living with his/her 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 will be treated differently is when they are permitted the opportunity to vote. An absence for this reason will be considered as excused.

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

Cell Phones

Cell phones are a major disruption to the educational process. While we certainly recognize the importance of the phone for communicating with parents during an emergency, we require that all cell phones be turned off (and be out of sight) during the school day. Headphones, I-pods, and phones may be used to listen to music during the common time if enrichment if authorized by the teacher. You may check your phone between classes but you may not be visibly talking on the phone. The student must review the cell phone policy of the classroom teacher and bring the policy back, signed by them and a parent, at the designated time.

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 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 are not 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. Gym bags need to be placed in an assigned locker and only allowed to be carried to and from Physical Education classes and practices.

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 interesting 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 results 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, we are happy to assist you.

Student Help

Students who are having problems at school as a result of issues at home, relationship issues, or depression can get help. We truly want to help. Also, the Palmerton Area School District, either directly or in conjunction

with the Carbon-Lehigh Intermediate Unit, provides programs and services which may be needed 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, which is comprised of the principal, counselor, school psychologist, and teachers.



Student Records

The school is required to collect and maintain certain information relating to the health, education, and welfare of each student. This information is vital to the continuity of the school's educational program. Federal and state laws guarantee students and parents access to their educational records.

It is important that any changes to home telephone numbers or family information is reported in writing to the Counseling or Main offices.

Students or parents wishing to review the high school transcript should contact the appropriate counselor at the high school. The high school transcript consists of final grades for every course taken in grades 9-12.

Homework

In addition to regular class work, outside assignments are essential components for many 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). Students will be given a time span equal to the number of days absent in which to make up

missed work. Teachers have the option to extend this time span. In the case of long-term assignments, students may be expected to submit the work by the due date, even with an absence on or prior to the assignment due date.

Appropriate Grooming

The school is 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, which includes hats, caps, hoods, 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 not limited to, alcoholic beverages, tobacco, drugs, or violent behavior, as well as any tattoo that disrupts the educational process.
- c. 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.

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. For more information, please see 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 excessive 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 may 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 cumulative 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. There is also an online payment plan to fund the student's account. Please visit www.palmerton.org and click on Departments, go to Food Services and click the link MYNUTRIKIDS.COM. If you need assistance, please contact Jamie Porter or Adrienne Meckes.

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

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 8:30 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 athletic event 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. For school dances, there will be no outside guests permitted.

Senior Prom

Junior High school students are not permitted to attend a high school prom. When a guest turns 21, he or she may not attend the prom. Students who wish to bring a guest must complete a Guest form and return it to the senior class advisor five days prior to the dance.



Driving Privileges and the Use of Parking Lot

Driving to school is reserved for Seniors and Juniors only, as space is limited. Driving is 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. All vehicles must be registered. **There are no exceptions.** You can obtain a parking pass registration sheet in the office. You will need a driver's license, parental permission, and proof of insurance. Seniors will have the opportunity to purchase permits first, followed by juniors. **The cost for the parking permit is \$10.**

Any student operating a vehicle in an unsafe manner may be cited by the state police and privileges revoked immediately. The decision to revoke a parking permit is at the discretion of the school. If revoked, there are no refunds of the parking fee. Possible reasons for revocation: parking in undesignated areas, 10 tardies in a year / 5 in a semester, truancy, speeding, possession of illegal substances, or fighting. Students are only permitted to park in the student parking lot and the student numbered parking spaces on the East side (Junior High side). They are not permitted to park in front of the school or in un-numbered spaces. 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 will again use 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. We will create 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

Teacher Detention

Teachers may assign an after-school teacher detention. All pupils who are required to stay after school to serve a detention or make up work will be given 24 hours notice in order to make arrangements for transportation.

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.

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/Vaping

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 - 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. 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.***

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 or provide proof of medical, religious, or philosophical exemption. The immunization guidelines are as follows:

- 4 doses of DPT or 1Tdap
- 3 doses of polio
- 2 doses of measles (usually given as MMR)
- 2 doses of mumps (usually given as MMR)
- 2 doses of rubella (German measles) (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) vaccine or history of disease

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

For attendance in 12th grade:

- 1 dose of meningococcal conjugate vaccine (MCV) after the 16th birthday

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 (traditional and non-traditional) (New) 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. The use / possession of vape pens and e-cigarettes can be submitted to the magistrate's office.

Bullying

Bullying has many definitions. The Palmerton Area Board of School Directors defines it this way.

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 a student (or his parents/ guardians) believes that he/she is 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.



Our school has introduced the “Safe to Say Something” program. This is a program where students can anonymously submit potential threats 24 hours a day - 7 days a week by telephone.

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 School 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 School Board encourages students who have been harassed to promptly report such incidents to the building principal, assistant principal, counselor, nurse, team leader, or a 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 a 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 intimidating manner.

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 with regard to our approach to this topic.

Weapons

Possession, use, and/or transfer of weapons, including any type of knife, 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) Filing 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 at 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 be presented to the School 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 of Schools may recommend discipline short of expulsion on a case by case basis.

Integrated Pest Management Parent Notification

Please note that the Palmerton Area School District occasionally applies pesticides, herbicides, and fertilization products to school property both inside and outside our 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 the 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 the occupants. An example of this would be an infiltration of bees into an occupied space as the pests would need to be controlled immediately so as not to pose a health threat to occupants.