Clubs / Extracurricular Activities: Health and Safety Plan

School: Palmerton Area High School
Club Name: Freshmen Class
Club Advisor: Robert Falkenstein
Maximum number of students allowed to participate: No limit.

General Information
As long as there is a need to implement a health and safety plan for clubs and extracurricular activities, the class advisor will utilize available technology to conduct class business.

Prior to the First Meeting
The advisor will create a GROUP in Schoology to address operations of the club with its officers. This GROUP allows the officers to maintain digital contact with each other and with the advisor and vice versa.

The advisor will maintain contact with the students using Schoology and e-mail using the school issued G-Mail addresses. Fundraising materials will be available on a Google Drive so students can access them. Parents will be encouraged to mail checks to the high school office. Students coming to school will drop the order envelopes off in the office. Distribution of fundraising items will be conducted in a location appropriate for maintaining social distancing.

Entrance Procedures
When it is necessary to meet with the officers and/or students during or after school, the same safety and cleaning protocols in place during the school day will be in effect.

The advisor will handle all business associated with fundraising sales, following the procedures established by the business office.

Exit Procedures
At the end of each meeting/rehearsal, students will be provided with hand sanitizer and will be dismissed from the room one at a time.

Elections
Nominating petitions will not be required. Students will send an e-mail to the advisor indicating their interest to run for office. The student must identify the particular office they are seeking.

Freshman Class
Candidates must e-mail a five paragraph letter describing their qualifications to the advisor by the stated deadline. The advisor will then prepare a ballot. Each member of the class will vote digitally in Google Forms.

Sophomore Class
In place of delivering a speech in front of the class at an assembly, each candidate will prepare a video no longer than two minutes to be posted either on Schoology or Google Drive. If this

process becomes too cumbersome or difficult, written statements prepared by each candidate will be posted online. The freshman class advisor handles elections in the spring for the upcoming ninth grade class.

Note

The Health and Safety Plan of the Palmerton Area Senior High School will be in effect at all times. For more information on that plan, please see the district website or contact the building principal, Mrs. Paula Husar.