

Clubs / Extracurricular Activities: Health and Safety Plan

School: Palmerton Area High School

Club Name: **JUNIOR CLASS**

Club Advisor: **Dawn Burke and Tammy Muniz**

Maximum number of students allowed to participate: Unlimited

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 foster 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 the advisor and vice versa.

The advisor will digitally keep 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 off the order envelopes in the office. Distribution of fundraising items will be conducted in a space appropriate to 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.

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Exit Procedures

At the end of each meeting, 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 message to the advisor indicating his or her interest to run. The student must state the office for which he or she is running for at this time.

Freshman Class

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

Sophomore and Junior Classes

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 component becomes too cumbersome, written statements prepared by each candidate will be posted in a digital location where everyone can access and view.

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.