

# **Clubs / Extracurricular Activities: Health and Safety Plan**

School: Palmerton Area High School  
Club Name: *Avenger* (Student Newspaper)  
Club Advisor: Mr. Robert Falkenstein  
Maximum number of students allowed to participate: Unlimited

## **General Information**

The student newspaper has been operating in the digital environment for several years. We will continue to operate this way, while also having a plan in place should we have to meet in person.

The club publishes six times during the school year: four 8-page newspapers, *Shrapnel* (the literary magazine), and the senior edition. The advisor will prepare postings for the daily announcements to reach interested students and request they e-mail him to show interest in the activity. Students may join the club at any time. The advisor will create a GROUP in Schoology to address operations of the club with the members.

## **Prior to the First Meeting**

Each issue begins with a staff meeting to be held as a Schoology conference. Students unable to join the conference will correspond with the advisor through e-mail. Articles, art work, and photography will be submitted to the advisor digitally. Editors will review the articles with their authors using Google Docs. Layout and design work is done using Adobe InDesign and proofs are shared as PDF documents. The newspapers are printed locally by the Times News and delivered. Copies are placed in teachers' mailboxes for distribution to their classes. Copies will also be available in the lobby.

## **Entrance Procedures**

If 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.

## **Exit Procedures**

If an in-person meeting is needed, at the end of each meeting, the students will be provided with hand sanitizer and will be dismissed from the room one at a time.

Early staff meetings and trainings will be held via Schoology Conferences. Students unable to join the conference will correspond with the advisor through e-mail.

The advisor handles all business associated with advertising sales, following the procedures established by the business office.

**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.