

PALMERTON AREA
JUNIOR HIGH SCHOOL
STUDENT HANDBOOK
2023-2024

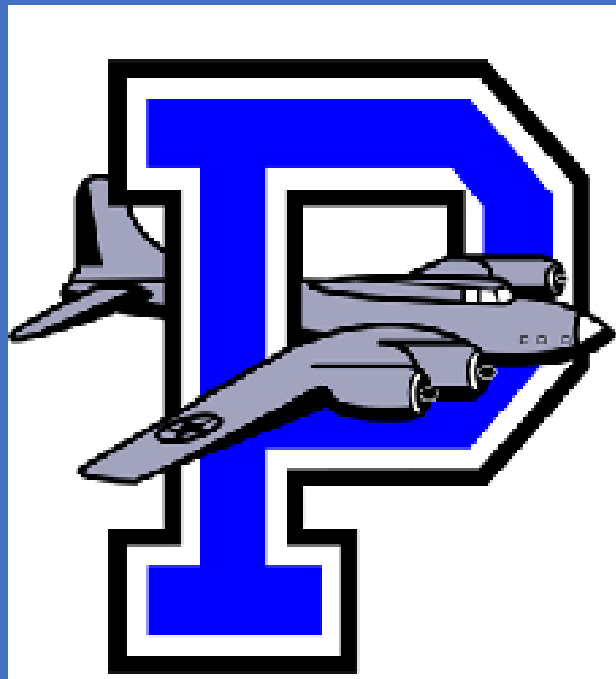


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Principal

Richard DeSocio

Assistant Principal

David Sodl

Guidance Counselor

Kevin Carroll

Secretary

Lori Schaffer

Teaching Staff

Suzanne Black

Brianna Carroll

Lindsay Fronheiser

Jennifer Harrison

Melissa Hoffman

Christopher Kery

Brad Landis

Amy Morgan

Christine Owens

Nellianne Parr

Joshua Rake

Adam Reichard

Laura Reichard

Lauren Salerno

Kimberly Seiler

Ryan Sharkazy

Brian Stevko

Sarah Sullivan

Zach Tofany

Kevin Young

Jacob Zurn

Kathryn Zurn

Paraprofessionals

Stephanie Blees ~ Jennifer Figueroa ~ Annette Gruber ~ AnnMarie Ross ~ Mary Stahler

School Nurse

Laura Thomas

Office Hours

7:10 AM to 2:40 PM ... during the school year

8:00 AM to 1:00 PM ...summer

School Address

3529 Fireline Road

Palmerton, PA 18071

610-826-2492

FAX 610-826-2366

Office email – lschaffer@palmerton.org

Palmerton Junior High School

Dear Students and Families,

Welcome to Palmerton Junior High School. As I start my 20th year here with Palmerton Area School District, I am excited to serve our school community as the Junior High School Principal. Our dedicated staff and I are looking forward to working with you in preparing your child to reach his/her full potential.

The information communicated in this handbook is offered as a guide to assist us in maintaining an atmosphere conducive to learning and mutual respect. We encourage students and parents/guardians to read and discuss the information together in order to follow the guidelines to the best of your ability.

The paragraph below is a sample of the form given to your child with this handbook. You and your child should sign the form indicating that you have received and read the handbook. The signed statement should be returned to your child's first period teacher during the week of September 5th.

If you have any specific questions or concerns, please contact me. I welcome your interests in all aspects of your child's education. Let's make it a great year!

Sincerely,

Rich DeSocio
Principal, Palmerton Junior 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

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.

SAMPLE

PALMERTON JR HIGH SCHOOL
2023-24 SCHOOL CALENDAR

2023

AUGUST

22 (Tuesday)	In-Service for Teachers – No School for Students
23 (Wednesday)	In-Service for Teachers – No School for Students
24 (Thursday)	In-Service for Teachers – No School for Students
28 (Monday)	First Day for Students

SEPTEMBER

1 (Friday)	Labor Day Holiday
4 (Monday)	Labor Day Holiday
7 (Thursday)	Meet the Teachers Night
12 (Tuesday)	Student Picture Day

OCTOBER

9 (Monday)	In-Service for Teachers – No School for Students
25 (Wednesday)	Student Picture Make-Up/Re-Take Day

NOVEMBER

10 (Friday)	Act 80 – No School for Students
20 (Monday)	Early Dismissal – P/T Conferences
21 (Tuesday)	Early Dismissal – P/T Conferences
22 (Wednesday)	Early Dismissal
23 (Thursday)	Thanksgiving Holiday
24 (Friday)	Thanksgiving Holiday
27 (Monday)	Thanksgiving Holiday

DECEMBER

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

2024

JANUARY

1 (Monday)	New Year’s Holiday
15 (Monday)	Martin Luther King Jr. Holiday/Tentative Snow Make-up

FEBRUARY

16 (Friday)	Presidents’ Day Holiday/Tentative Snow Make-up
19 (Monday)	Presidents’ Day Holiday
20 (Tuesday)	Act 80 – No School for Students

MARCH

15 (Friday)	Act 80 – No School for Students
28 (Thursday)	Spring Break/Tentative Snow Make-up
29 (Friday)	Spring Break

APRIL

1 (Monday)	Spring Break
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MAY

3 (Friday)	In-Service for Teachers – No School for Students
24 (Friday)	Memorial Day Holiday
27 (Monday)	Memorial Day Holiday

JUNE

3 (Monday)	Early Dismissal for Students/Tentative
4 (Tuesday)	Early Dismissal/Tentative Last Day for Students
5 (Wednesday)	In-Service for Teachers/Tentative

JR High Bell Schedule

<u>Grade 7</u>					<u>Grade 8</u>				
Pd	Start	End	Min.	Break	Pd	Start	End	Min.	Break
ANN	7:35 AM	7:39 AM	0:04		ANN	7:35 AM	7:39 AM	0:04	
1	7:39 AM	8:23 AM	0:44	0:03	1	7:39 AM	8:23 AM	0:44	0:03
2	8:26 AM	9:10 AM	0:44	0:03	2	8:26 AM	9:10 AM	0:44	0:03
3	9:13 AM	9:57 AM	0:44	0:03	3	9:13 AM	9:57 AM	0:44	0:03
4	10:00 AM	10:44 AM	0:44	0:03	4	10:00 AM	10:44 AM	0:44	0:03
5/L	10:47 AM	11:17 AM	0:30	0:03	5	10:47 AM	11:31 AM	0:44	0:03
6	11:20 AM	12:04 PM	0:44	0:03	6/L	11:34 AM	12:04 PM	0:30	0:03
7	12:07 PM	12:51 PM	0:44	0:03	7	12:07 PM	12:51 PM	0:44	0:03
8	12:54 PM	1:38 PM	0:44	0:03	8	12:54 PM	1:38 PM	0:44	0:03
9	1:41 PM	2:25 PM	0:44	Dismissal	9	1:41 PM	2:25 PM	0:44	Dismissal

2 Hour Delay & Early Dismissal Schedules

<u>Two-Hour Delay Grades 7 & 8</u>					<u>Half Day 11am Dismissal</u>				
Pd	Start	End	Minutes	Break	Pd	Start	End	Min	
ANN	9:35 AM	9:39 AM	0:04		ANN	7:35 AM	7:39 AM	0:04	
1	9:39 AM	10:08 AM	0:29	0:03	1	7:39 AM	8:06 AM	0:27	0:03
2	10:11 AM	10:39 AM	0:28	0:03	2	8:09 AM	8:35 AM	0:26	0:03
3	10:42 AM	11:10 AM	0:28	0:03	3	8:38 AM	9:04 AM	0:26	0:03
4	11:13 AM	11:41 AM	0:28	0:03	4	9:07 AM	9:33 AM	0:26	0:03
5	11:44 AM	12:14 PM	0:30	0:05	5/6	9:36 AM	10:02 AM	0:26	0:03
6	12:19 PM	12:49 PM	0:30	0:05	7	10:05 AM	10:31 AM	0:26	0:03
7	12:54 PM	1:22 PM	0:28	0:03	8	10:34 AM	11:00 AM	0:26	DISMISSAL
8	1:25 PM	1:53 PM	0:28	0:03					
9	1:56 PM	2:25 PM	0:29	DISMISSAL					

Appointments

If a student needs to leave school early, he/she must have a signed note from a parent/guardian. This note should be presented to the office before 7:45 AM. The note must include a telephone number where the parent/guardian can be contacted. The student must sign out of school in the office and wait for the parent/guardian; students are not permitted to wait in the parking lot and **will not be released with anyone other than a parent/guardian unless the note specifies otherwise.**

If a student leaves school before 10 AM and does not return, it will be considered an absence. A student needs to arrive/depart between 10 AM and noon for at least a half-day present.

Once a student arrives on school property, he/she may not leave without prior written approval.

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. The Commonwealth of PA requires students to attend school regularly until they are seventeen years of age. School districts are held accountable for compliance, and regular attendance is a vital component to education. Regular attendance will enable a student to successfully complete courses required for promotion. Research has proven that regular attendance can have a direct effect on student achievement so unnecessary absences must be avoided. Attendance is both a student and parent responsibility.

The State Law is very strict in regard to children's absences from school. Sickness of the child, death in the family, and extreme emergency reasons are the only reasons for absences that the state will accept as legal excuses. Within three school days of the absence, a parent needs to either email the office directly at lschaffer@palmerton.org with the reason for the absence or write a note on any piece of paper and have your child turn it in to the office. You may call the office to report your child off, but you must still either send an email to the office or send in a written absentee excuse. You will receive a call from our automated system if your child is not in period one.

Excused and unexcused absences are determined by our school policy and the school code. If a child between the age of entry into school and age 17 is absent without valid excuses for three days in any one school year, the absences will be deemed **Truant**. A warning letter indicating consequences of "**Habitual**" truancy (unexcused absences for more than six days) will be sent home. After a warning letter is sent home and the child is absent without a valid excuse for even one day, the parents/guardians will be invited to a "**School Attendance Improvement Conference**".

Excessive Absenteeism = 10 absences. If a student is excessively absent from school, the school principal will notify the parent/guardian that all future absences for the remainder of the school year will be counted as unexcused absences unless the absences are excused by a doctor. The doctor's note must be provided upon the student's return to school and must include the date the student was seen by the doctor and the date the student is able to return to school.

Truant = a child subject to compulsory school laws, "having three (3) or more school days of unexcused absences during the current school year."

Habitually Truant = a child subject to compulsory school laws, "having six (6) or more school days of unexcused absences during the current school year."

Procedures for Truancy Intervention & School Attendance Improvement: When a student is truant (accumulated 3 unexcused absences), the school principal will send a written notification to the

parent/guardian to include: Dates of the unexcused absences, notification that citations will be filed with the magisterial district court if the child becomes habitually truant, and notification of the date & time the parent/guardian & student should attend a School Attendance Improvement Conference (SAIC).

If your family is planning a vacation on school days, a Vacation Request Form can be printed from the website. It must be filled out by the parent/guardian and approved by the principal one week prior to leaving. Failure to do so will result in an unexcused absence(s). Notice to teachers via e-mail will not be accepted as a valid excuse. Parents should make every effort not to schedule vacation during standardized testing dates and the last two weeks of the marking periods.

Tardiness

If a student is tardy to school, he/she should report to the office before going to class to sign in and request a tardy pass. The student must have a written explanation of the tardiness from a parent/guardian. Excuse notes that do not state a clear or specific reason for tardiness will not be accepted. Tardiness due to an appointment must be covered w/an excuse from the doctor's office. The tardy pass should be presented to the teacher. **Tardiness three times will result in a warning; detentions will be assigned after the warning.** Tardiness to school can become a serious problem because it interferes with a student's academic success and also disrupts the orderly routine of the school. Please be on time.

When a student repeatedly arrives tardy 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 tardiness.

Book Bags/Backpacks/Purses

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

Bullying

PASD Board Policy 249 outlines the bullying policy. 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.

Cafeteria

A cafeteria service is provided to the Palmerton Junior High School student body. This includes a breakfast program. Students must use their student ID #s to purchase meals or snacks. Parents may prepay by sending a check (payable to PASD Cafeteria Fund) in an envelope w/the student's name, grade, & ID # on the front to any cashier in the cafeteria with the student. Sending your child in with cash is highly discouraged. On-line payment can be made through the SchoolCafe.com link on the district's website; simply click on Café' Services and you will see the logo. A convenience fee of approximately \$2.75 is charged per deposit. Students have the choice to bring their lunches or to buy the prepared lunches. Regardless of this choice, students are required to eat their lunches in school. They may not leave the building for lunch. Students are expected to conduct themselves in the same manner as if they were eating in a public restaurant setting.

Applications for free or reduced meals are available at the Junior High office, from cafeteria personnel, or can be downloaded and printed from the District's website. Students must reapply yearly. Any questions, please call 610-826-2492 ext. 2237.

Cell Phones & Ear Buds

Cell phones are a major disruption to the educational process. While we certainly recognize the importance of the phone for communicating with parents or for use during an emergency, we insist that all cell phones be turned off and out of sight during the "academic school day"; cell phones may be used during lunch. Ear Buds may be used when required in class. Ear buds are not to be worn in the hallways. The district is not responsible for any damaged, stolen, or lost cell phones or any other electronic devices (including Chromebooks). Students are 100% responsible for their devices.

If a cell phone is seen, the student will be asked to put it away. For a second offense, the phone will be confiscated, turned off, and returned at the end of the school day. As with other discipline issues noted in this handbook, the consequences of this offense will be progressive in nature. We simply want our students to respect the rights of others to receive an education.

Cheating / Plagiarism

Cheating and plagiarism of any type by a student 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.

Code of Conduct

Denial of Privileges

Privileges at the Junior High School must be earned. They may also be temporarily withdrawn for improper behavior. The administration and the teaching teams reserve the right after communication and attempted interventions to withhold a student from field trips, dances, and socials.

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. The teacher assigning the detention will remain after school with the student. Any missed teacher detention will result in an office detention.

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.

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 Junior High School cannot act like an island. It is a bridge between the elementary school and the high school. 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 code of conduct 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 Jr High Code of Conduct Policy

Minor class disruption; three minor referrals = after-school detention

Lying

Classroom tardiness

Loitering

Disciplinary Action (Progressive)

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

Level II

Violation of Jr High Code of Conduct 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
Inappropriate use of Technology including social media
Tobacco/e-cigarettes/vape pen
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 Jr High Code of Conduct 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 including and not limited to social media

Disciplinary Action

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

Level IV

Violation of Jr High Code of Conduct 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

Dress & Grooming

The school recognizes that each student's style of dress and grooming is a manifestation of personal style and individual preference. However, it is also our responsibility and obligation to provide for the health, safety, and welfare of the students who attend school. The school is also responsible for establishing and maintaining a positive learning environment and minimizing the opportunity for distraction and/or disruption.

The following is a list of inappropriate articles of clothing/jewelry:

- a. all head apparel to include 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

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. For more information, please see the Palmerton Area School Board Policy #221. Parental cooperation is necessary to ensure compliance with the dress policy. 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.

Drills

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

Drug Awareness

The school district recognizes that the use / misuse of drugs is a serious problem with legal, physical, and social implications for the whole 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.

Grading Policy

Teachers calculate grades using a numerical system. The calculated grade is then translated into an alpha grade equivalent. The alpha grade is posted on the report card.

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79		
Principal's List	90 - 100	(No grades lower than an A-)	
Honor Roll	83 - 89.99	(No grades lower than a B-)	

Report Cards

Report cards will be issued within a few days of the close of each marking period.

Promotion / Retention Policy

In order for a grade 7 or 8 student to be promoted, the student must pass a minimum of three major subjects and 75% of their unified arts classes. A student who does not meet both portions of this promotion requirement will be retained. The major subjects are language arts, mathematics, social studies, and science. Examples of the unified arts classes are art and music.

Guidance

The Junior High School guidance counselor is charged with improving each student's self-image. The primary function is to promote emotional maturity in 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 strive to coordinate orientation activities for students as they move to each new level of education.
- To maintain a system of referrals and follow-ups with agencies and resources available outside the school which support the goals of the school's guidance services.

Students who wish to go to the Guidance Office are encouraged to schedule an appointment.

Health and Safety Plan

All students will need to follow the most current district and school health and safety plan, which is posted on the district's website. All modifications and/or changes to any health and safety plan must be followed.

McKinney-Vento Homeless Assistance Act

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December

2015 by The Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities. DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE: "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons. Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations. Living in emergency or transitional shelters. Living in a public or private place not designed for humans to live. Migratory children living in above circumstances. Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian. Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights: Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation ;Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations. When a student is identified as being McKinney-Vento eligible, staff will: Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)Provide school supplies and other school related materials as needed Advocate for and support students and families through school and home visits set clear expectations for student behavior, attendance and academic performance assist students/families access with community services assist students/families with access to tutoring, special education, and English language learner resources assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation. For additional information, contact our Homeless Liaison/ Special Education Director - (610)826-7101

Homework

In addition to regular class work, outside assignments are essential ingredients for most courses. One of a student's obligations is to meet the requirements for the successful completion of a course.

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

- promote good study habits.
- develop a sense of responsibility and independence.
- 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.

Cooperation and communication between the home and school are essential if homework assignments are to make a significant contribution to a student's education.

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 for dismissal due to illness.*

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

All parents are responsible for assuring that all students will have proper immunization. The immunization guidelines are below.

4 doses of tetanus, diphtheria, & acellular pertussis (usually given as DTP or DTaP), one dose on or after the 4th birthday.

4 doses of polio (4th dose on or after the 4th birthday & 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

Additional immunizations required for 7th grade students: 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal vaccine (MCV) required on the first day of seventh grade. For attendance in 12th grade: 1 additional dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he/she may be excluded from school during an outbreak of vaccine preventable disease.

Medication Policy

Medications cannot be dispensed by any school district personnel without the knowledge and verification 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.

However, 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.

Lockers

All students will be assigned lockers for which they are responsible during their time in the Junior High. Lockers are to be used for storage of personal clothes, books, and those items that are necessary for school activities. Please do NOT put stickers, inside or outside, on your lockers. Leave expensive clothing, possessions, and money at home—NOT in your lockers! Students need to provide combination/key locks. Do not give the combination/key to other students, and keep the locker locked at all times; this includes lockers provided during physical education classes. Spare keys should be kept

at home. Do not share your locker! The school cannot be held responsible for items that are lost or stolen. Lockers are the property of the Palmerton Area School District and are subject to search. Whenever school authorities have a reasonable suspicion that the locker contains material which poses a threat to the health, welfare, and safety of students in the school, student lockers may be searched. This may include the removal of the student's lock. At the end of the school year, students should remove the locks and all items from their lockers.

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.

National Junior Honor Society

NJHS is a national service organization for which students are selected during the spring of their seventh grade year. Students must have an overall 92% or higher average with no grades below an 87 in major subjects and/or specials in the first three marking periods. They must also display leadership, citizenship, character, and service. If a student qualifies academically, he/she must apply for membership. A committee of teachers will then decide whether or not each student meets the above-mentioned criteria. Current members must maintain an overall 92% with no grade lower than an 87. Induction will be held in the fall.

Parent Communication

The Junior High offers PowerSchool accounts to all students and parents. It is highly encouraged to create an account. This will allow you to review your child's grades and attendance. PowerSchool is also available as an app for your device.

The Junior High also offers parents and students a Schoology account. Parents and students can check for daily assignments they may have missed. Communication to your child's teachers can also be completed through Schoology. Please contact Mr. Carroll at kcarroll@palmerton.org for assistance.

Personal Property

The school and school district are not responsible for the loss or damage of personal articles.

PBS

The Jr. High School is entering the ninth year of our Positive Behavior Support (PBS) program. We reward appropriate behavior as the students grow to meet our expectations. At the beginning of the school year, junior high students gather at our PBS "kick-off" where they learn about the program and expectations. At the end of every month, we hold Bomber Pride Day for all students eligible to participate. Eligibility is based on major/minor discipline referrals. Matrix of expectations:

Palmerton Area Junior High School ~ Bomber Traits

Expectation	Classroom	Hall	Bathroom	Cafeteria	Social Media	Bus
Respect	Raise your hand Accept feedback Come to class and follow classroom expectations	Keep hands and feet to yourself Use inside voices No running	Honor the privacy of others. Use the facilities in an appropriate manner.	Come in and sit down Use inside voices Three to a bench Clean up your own mess Be polite to all cafeteria staff	Do not send anything you would not send to your grandmother Do not cyber bully Delete others from your account if necessary	Use inside voices Keep hands and feet to yourself. Do not change your seat No throwing objects No eating Respect all bus staff
Responsibility	Come prepared: pens, pencils and CB charged Respond appropriately Stay in your seat Keep hands, feet, and objects to yourself	Walk on the right side of the hallway Arrive on time Phones away No ear buds	Do what you need to do and return to class as quickly as possible. Keep belongings in the classroom. Make sure paper towels end up in the trash	Do not touch the food unless you plan to purchase it Pay for the food you take Leave no trace of trash Show ID to purchase snacks	You are responsible for your accounts You are responsible for all your devices You are responsible for what you send and create	Stay seated Share your seat Follow all adult directions Keep your area clean

School Dances

Dances and socials are provided at the Jr. 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. In addition to these rules, students must make proper and timely arrangements for parental pick-up. The district does not provide transportation for these events.

A student who is serving an out-of-school suspension may not attend or participate in any school activity or game that 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.

Smoking

The Palmerton Area School District is a smoke-free environment. Smoking is prohibited in all school district-related transportation and on school district property. For the purpose of this policy, smoking

shall mean uses of all tobacco-containing products including cigars, cigarettes, pipes, chewing tobacco, snuff, e-cigarettes, and vape/vaporizer pens.

Sports

The Junior High School offers a variety of sports activities. Grade 7 and 8 students are eligible to participate in PIAA sports. Eligibility for student participation involves the following academic / disciplinary concerns:

Participation in athletics is a privilege at Palmerton Area Junior High School. In order to be eligible for interscholastic athletics, a pupil must be passing at least three of their four major classes. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis and shall be filed in the principal's office. Students who do not meet the requirements described in this section (Section 1 of the PIAA By-Laws) shall 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 major subjects 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 (Section 2 of the PIAA By-Laws), said student shall be ineligible to participate in interscholastic athletics for a period of ten (10) school days beginning the day report cards are issued. Ineligible students will not attend athletic events with the team.

Students consistently receiving consequences for poor behavior will be considered to be on privilege denial. As a result, they may not participate (or travel) in any sporting event, activity, or intramurals.

Student Records

Parents have the right to inspect and ask for a copy of student records. You must put the request in writing to the building principal and, in accordance with Pennsylvania State Law, the school has 45 calendar days to produce those records to you. A parent of a special education student will be given the records in 72 hours if they are preparing for an IEP meeting.

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.

Surveillance

Palmerton Area School District is committed to the implementation of initiatives and surveillance cameras at various locations on the Junior/Senior High School campus that promote and enhance the safety of the school environment.

Technology / Computer Policy

Chromebooks are issued through the technology department. Any questions or concerns should be directed to tech.dept@palmerton.org or 610-826-7160 extension 2334. It is the student's responsibility

to read and understand the Technology / Computer Policy. All parents will receive a copy at registration.

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 disembark at any stop but their designated bus stop unless given permission by a school official
- not ride another student's bus unless it's been approved by a teacher for educational purposes only

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. 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 be taken)

Visitors

All visitors coming into the building including parents, other district staff, outside service workers, delivery people, salespeople, or anyone not registered as a junior high student, teacher, or staff member must enter at the main office. The visitor will be issued a pass and must sign the registration sheet. When a visitor leaves the building, he/she should please return the pass. Anyone noticing a stranger in the building without a pass should report the situation to the office.

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.

NOTIFICATION OF AHERA INSPECTION AND MANAGEMENT PLAN COMPLIANCE

The purpose of this notification is to inform interested parties such as teachers, school personnel and their representatives, as well as parents, concerning the Asbestos Hazard Emergency Response Act (AHERA) requirements and the actions that the Palmerton Area School District has taken to comply with the AHERA regulations. The regulations were published in the October 30, 1987 Federal Register, pp. 41826 under the title “Asbestos Containing Materials in Schools” and call for an inspection of the schools to find asbestos containing material (ACM) with the inspection conducted by EPA accredited Building Inspectors. The regulations also require that a Management Plan be written by an EPA accredited Management Planner for any ACM found and that both the Management Plan and the Inspection Report be available for public inspection.

The Palmerton Area School District contracted with Spotts, Stevens and McCoy, Inc. for both the Building Inspections and the Management Plans and these reports were submitted to the State of

Pennsylvania in compliance with the AHERA regulations. These reports are available for public review at the Administration Office. The individual building reports are available for public review at each school and include the schedule for periodic surveillance of ACM and re-inspections conducted by an accredited EPA Building Inspector.

Non-Discrimination Statement

In its programs, activities, and/or employment, the Palmerton Area School District (PASD) does not discriminate based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, immigration status, primary language, marital status, pregnancy, handicap/disability, or any other protected characteristic or designation.

The PASD shall make reasonable accommodations for qualified individuals with disabilities upon request. Coordination of these efforts shall be the responsibility of the district employee listed below and/or his/her designee:

Ms. Jamie Schuler, Assistant to the Superintendent
680 Fourth Street
Palmerton, PA 18071
610-826-7101
jschuler@palmerton.org

Title IX:

In compliance with Title IX, the PASD has a designated Title IX Coordinator. For questions/information, please contact the PASD's coordinator:

Ms. Jamie Schuler, Assistant to the Superintendent
680 Fourth Street
Palmerton, PA 18071
610-826-7101
jschuler@palmerton.org

The District's Title IX Coordinator should be contacted regarding any inquiries as to the application of Title IX, issues related to discrimination, or filing a harassment complaint.

Policies:

The Palmerton Area School District enforces its commitment to non-discrimination through a series of school board policies including policies 103, 103.1, and 104. The PASD's entire policy manual is available on our website.

Reporting Forms:

Discrimination and/or Harassment reporting forms are available on the district's website. To access these forms, please click on the red Title IX Information link that is available on the Student Resources webpage, Parent Resources webpage, and the Faculty Resources webpage of the district's website.