

PALMERTON AREA  
SENIOR HIGH SCHOOL  
STUDENT HANDBOOK/  
CODE OF CONDUCT  
2023 – 2024

## PAHS Student Handbook – August 2023

Dear Students and Parents / Guardians,

Welcome to our school community. Though the educational field has certainly changed over the years, one thing that has not changed is that schools are still much better off when parents are involved in their child's education. We hope that our school provides your family with a safe and welcoming environment. Our goal at the high school is to create as safe an environment as possible while delivering a quality education regardless of the obstacles placed in front of us. We will be focused on all the important items of high school learning such as academics, socialization, and student decision-making skills within the classroom as well as with sports, clubs and other activities. There is no doubt that we need your support to do all this. If you have a question about a rule / regulation or anything else in this handbook, please do not hesitate to contact us. Children and teenagers need structure and discipline. We simply want to develop behaviors that are going to work in the real world. This is a high school setting. Our goal is to prepare our students for a life beyond this high school setting in an ever-changing world. We need your assistance at home to support us in this quest.

This handbook has been prepared to serve as a reference guide for you. A number of changes have been made to better address items that we felt did not provide the intended consequences or the intended changes in behavior. The entries in this handbook also reflect School Board approved policies. Please familiarize yourself with the student rights and responsibilities described here. This handbook applies to all students participating in a Palmerton Area Senior High School education. We also encourage you to actively discuss these regulations and policies. This handbook is meant to be a general guide. If you have any specific questions or concerns, please contact us. We appreciate your feedback and suggestions related to 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 your child's Block 1 teacher by **Wednesday, September 6.** Thank you for your cooperation.

Let's have a great school year!

Sincerely,

Paula A. Husar  
Principal – Palmerton Area Senior High School

David Sodl Jr.  
Assistant Principal - Secondary Education

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# **PALMERTON HIGH SCHOOL**

## **2023-2024 SCHOOL CALENDAR**

<b>AUGUST</b>	22 (Tuesday)	In-Service for Teachers
	23 (Wednesday)	In-Service for Teachers
	24 (Thursday)	In-Service for Teachers
	28 (Monday)	First Day for Students
<b>SEPTEMBER</b>	1 (Friday)	No School for Students
	4 (Monday)	Labor Day Holiday
	13 (Wednesday)	Picture Day
	13 (Wednesday)	Back to School Night
<b>OCTOBER</b>	9 (Monday)	In-Service for Teachers-No School for Students
	25 (Wednesday)	Picture Re-Take Day
<b>NOVEMBER</b>	10 (Friday)	Act 80-No School for Students
	20 (Monday)	Early Dismissal
	21 (Tuesday)	Early Dismissal
	22 (Wednesday)	Early Dismissal
	23 (Thursday)	Thanksgiving Holiday
	24 (Friday)	Thanksgiving Holiday
27 (Monday)	Thanksgiving Holiday	
<b>DECEMBER</b>	21 (Thursday)	Early Dismissal
	22 (Friday)	Christmas/Winter Holiday
	25 (Monday)	Christmas/Winter Holiday
	26 (Tuesday)	Christmas/Winter Holiday
	27 (Wednesday)	Christmas/Winter Holiday
	28 (Thursday)	Christmas/Winter Holiday
29 (Friday)	Christmas/Winter Holiday	
<b>JANUARY</b>	1 (Monday)	New Year's Holiday
	15 (Monday)	Martin Luther King Jr. Holiday/ Tentative Snow Make-up
<b>FEBRUARY</b>	16 (Friday)	Presidents' Day/Tentative Snow Make-up
	19 (Monday)	Presidents' Day Holiday
	20 (Tuesday)	Act 80-No School for Students
<b>MARCH</b>	15 (Friday)	Act 80-No School for Students
	28 (Thursday)	Spring Break / Tentative Snow Make-up
	29 (Friday)	Spring Break
<b>APRIL</b>	1 (Monday)	Spring Break
<b>MAY</b>	3 (Friday)	In-Service for Teachers-No School for Students/Prom
	24 (Friday)	Memorial Day Holiday
	27 (Monday)	Memorial Day Holiday
<b>JUNE</b>	3 (Monday)	Early Dismissal
	4 (Tuesday)	Early Dism/Tentative Last Day for Students/Graduation
	5 (Wednesday)	In Service for Teachers/Graduation Raindate

## 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 must be completed after June 1. If a student is participating in a Fall sport, the physical must be completed before the Fall season begins.
- 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 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.

## 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, to the age of eighteen.

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 18 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 / guardians will receive a letter from the school. If excessive absences continue, a parent / student conference will be requested. If a student misses 9 days in a semester, a letter will be sent home indicating that a doctor's note is required for the absences.** It does not matter if the absence is excused or unexcused. Missing 6 days in one semester is a lot of time regardless of the reason. 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. Any arrival to school after 8:30 AM must be with a doctor's note from that visit, in order to participate in any activities that night.

When a student supplies a doctor or dental note for the missed day of school, please note that they do not cover whole days unless the doctor or dentist notes this on the excuse. For example, orthodontic or dental notes would excuse either the morning blocks or the afternoon blocks, but not an entire day unless the circumstances were such that the doctor or dentist noted this. Students should be able to attend to an appointment and be in school in the same day.

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 form is approved, the student will then take it to all of his / her teachers. Failure to comply may 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.**

Please understand it is not the teacher's responsibility to get your son or daughter "caught up." It is the student's responsibility. We do not recommend pulling your child out of school for a vacation if they are not exceptional students. If they miss a week of school, they will have one week to make up all the missed work when they return. If they miss two days because of a vacation, they will have two days to make up all the missed work when they return. The vacation form is posted on our website. Your child must bring the completed form to the office for approval before it is shared with his / her teachers. The Vacation Form can be found on the website. Your child must bring this form into the office before it is brought to his or her teachers. Students who apply for vacations excessively can be denied. The absence can and will be considered unexcused. We have block scheduling at the high school. Each class averages 76 minutes in length.

### **Attendance: Class Cuts**

Class attendance is vital to the learning process. Therefore, class cuts are not an acceptable behavior. You lose credit for a class after the fourth class cut or **unexcused absence**. This will result in an F for the marking period. The parent or guardian will be contacted prior to things getting to that point. Please follow up with your children to ensure that they are attending and participating in class. The following consequences will be implemented:

#### *First Class Cut*

A conference will be held with each student who cuts a class. A detention will be issued. The parents / guardians will be called. A follow-up letter will be sent home.

#### *Second Class Cut*

A conference will be held with the student. An in-school suspension will be issued. The parents / guardians will be called. A follow-up letter will be sent home. A warning indicating 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 / guardians will be called. A follow-up letter will be sent to the parents / guardians. 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 / guardians will be informed that the student can 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.

### **Attendance and LCCC Classes**

If your child is taking a LCCC class, it generally means that they are a self-starter and self-disciplined. These classes are college courses run by LCCC. We do not receive any information concerning student performance in the class or attendance for online courses. There are times when a professor comes to run a class and they stop by to chat about a particular student. If / when this happens, we will certainly try to notify you.

### **Attendance: Leaving Early**

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.



### **Attendance: 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 **7:30**, 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 non doctor excused 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 past few school years. 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.** When a student comes to school tardy at 10:30am or later, and the excuse is not doctor or dental excused, the blocks missed will be unexcused after the three “free” tardies.

Remember that a student is given three free passes per semester. After the fourth lateness, they will be given detention. The consequences will increase as the total number of lateness's increases. Again, students are entitled to three free passes a semester no matter the reason for being late. We do this because we know that things happen. However, we also have an obligation to prepare children for the real world. In the workplace, your boss does not give you three free passes.

**BELL SCHEDULE**

2023-2024

First Bell: Doors Open ..... 7:20  
Warning Bell ..... 7:26

Block 1 ..... 7:30-8:46  
Block 2 ..... 8:50-10:06

**ENRICHMENT**

Lunch A ..... 10:10-10:40  
Enrichment ..... 10:43-11:46

Enrichment ..... 10:10-10:40  
Lunch B ..... 10:43-11:13  
Enrichment ..... 11:16-11:46

Enrichment ..... 10:10-11:13  
Lunch C ..... 11:16-11:46

Block 3 ..... 11:49-1:05  
Block 4 ..... 1:09-2:25

**2-HOUR DELAYED OPENING SCHEDULE**

Teachers arrive prior to 9:20 AM

Students leave the cafeteria ..... 9:20  
Block 1 ..... 9:30-10:36  
Block 2 ..... 10:40-11:46  
Block 3/Lunches ..... 11:50-12:20 Lunch A  
12:20-12:50 Lunch B  
12:50-1:20 Lunch C  
Block 4 ..... 1:24-2:25

**HALF DAY DISMISSAL (11:00 AM)**

Block 1 ..... 7:30-8:20  
Block 2 ..... 8:24-9:13  
Block 3 ..... 9:17-10:06  
Block 4 ..... 10:10-11:00

**EARLY DISMISSAL – For Inclement Weather**

Lunches will be served

### **Blue Bombers / Support**

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.

While we certainly love to show our Blue Bomber Pride, we must also remember that our young student athletes are looking to us for guidance. We all serve as role models in this regard.

### **Book Bags / Backpacks / Purses**

Book bags and backpacks may be used to carry books to and from school. However, they may not be carried between classes while you are in school. Gym bags also need to be placed in an assigned locker. You can only carry gym bags to and from Physical Education classes and practice sessions.

### **Books and Equipment: Lost and Damaged**

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.

### **Bullying**

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


Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

If a student (or their 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 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. If it is determined that a call is made as a “joke or put into the system to cause disruption to the school day,” consequences will be given. 

### **Bus Transportation**

Bus transportation is a privilege. Failure to observe district rules may result in denial of transportation services.

#### **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.
- ↪ not throw anything while on the bus.

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.)*

### **Cafeteria**

We are encouraging all parents to complete the paperwork for free and reduced lunches even if you’re not sure if you are eligible. Saving twenty cents or two dollars towards the cost of school breakfasts and school lunches can really add up over an entire school year.

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 to cover the cost. Parents can prepay by sending

a check (payable to PASD Cafeteria Fund) or putting 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](http://www.palmerton.org) and click on Departments ... Food Services ... and then MYNUTRIKIDS.COM. If you need assistance, please contact Rose Levan 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 the people sitting near them. Unmannerly, rude, loud behavior will not be tolerated 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 from the Senior High office or from the cafeteria personnel. **Students must reapply each year.** If you have any questions about this program, please call 610 826-3155 ext. 2237.

### Cell Phones



Cell phones can be a major disruption to the educational process. While we recognize the importance of the phone for communicating with parents during an emergency, we expect that while students are in their classrooms, cell phones should remain off and out of sight. The only exception would be if there is a specific educational purpose approved by the teacher. Headphones, air pods, and phones may only be used during the common time. Classroom use must be authorized by the teacher. Students can check their phones between classes. However, they may not be visibly talking on the phone. Also, students may not take pictures or videos of themselves or others without permission from the subjects and their teacher. Violations of this policy can be subject to disciplinary consequences.

The student must review and agree to the cell phone policy of the classroom teacher. In turn, they must return the policy document at the designated time after they sign it and their parent / guardian also signs it. The teacher absolutely has the right to ask for the phone to be collected and put in a phone carrier if it is a disruption to their teaching.

In order for a student to carry a pager, the school must be notified in advance. A valid reason must be provided. (Examples: volunteer fire department or ambulance services.)

### 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 such as completed homework 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. An analysis of our discipline data shows that this has become one of our top violations. The first offense will result in a zero for the assignment. The second offense will result in a zero and a school consequence. The third offense will result in a failure for the marking period. It is important that everyone understands that if you cheat in college, the first offense is usually an automatic failure. A second offense at the college level generally results in expulsion.

### **Chromebooks**

Each student at the high school will receive a chromebook. It is your responsibility to take care of it and keep it clean. If you are having an issue with the device, you should contact the technology department at [tech.dept@palmerton.org](mailto:tech.dept@palmerton.org). If you are a senior you must turn in your chromebook before you receive your cap, gown and/or graduation tickets. If you are in grades 9-11 you may keep your device until you are done at the high school. If you do not feel comfortable with keeping the device over the summer, you may return it to Facilities and Technology and they will keep it for you until school resumes. You are responsible for bringing your chromebook to class, fully charged.

### **Computer Policy / Technology**

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](http://www.palmerton.org)

### **Dances: School**

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.

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.

### **Dances: Senior Prom**

Junior High school students are not permitted to attend a high school prom. Also, 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 prom.

### **Discipline: 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-hour 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*

### **Discipline: Disciplinary Actions**

Privileges at the High School must be earned. Any student who participates in co-curricular activities (school-sponsored athletic competitions 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 - when we can hold such events – to enhance the curriculum is also a privilege. These privileges carry with them certain responsibilities and expectations. Students who do not honor these expectations may be removed from the event for a period of time at the discretion of the administration. They may also be temporarily withdrawn for improper behavior. Privileges are just that. There are certain fundamental rights that come along with a public school education. Riding the school bus and going to dances, proms, and pep rallies are not rights.

### **Discipline: 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.

The ultimate goal of any consequence is to change behavior. It is up to the administration to find consequences that change behaviors. We will not stick with any consequence that is not working. We will also not negotiate consequences.

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 four 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
- Cell Phone violation
- Dress Code violation
- Abuse of hall pass / wandering

**Disciplinary Action (Progressive)**

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

**Level II**

**Violation of School Policy**

Insubordination  
Inappropriate Conduct  
Tardiness to school  
Truancy  
Class Cutting  
Leaving the building without permission  
Cheating / Plagiarism  
Forgery  
Use of profane or obscene language, gestures, or materials  
Defiant and continuous disruptive behavior (including on the 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  
Ignoring safety protocols related to the virus situation  
Violation to protocols established for remote learning

**Disciplinary Action (Progressive)**

Parental contact  
Parental conference  
Loss of privileges  
Detention – Office  
Saturday Detention  
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 / Bullying  
Cheating on a major assignment (examples: research paper, test, final exam)  
Hazing

#### **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  
Continual / Unresolved Bullying  
Hazing

#### **Disciplinary Action**

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

### **Discipline: 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.

Consequences for behavior that disrupts the learning process or the safety of yourself and others will be met with consequences.

The informal hearing process 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 school district.

### Dress Code



The school is responsible for establishing and maintaining a positive learning environment and minimizing the opportunity for distraction, and/or safety concerns. 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, bandanas, 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 and must cover the stomach.

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. This Board Policy will be changing in the near future. When that occurs, our dress code may change. It is one of the building's jobs to support School Board Policy. If anything changes, both the students and their parents / guardians will be notified.

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 In School Suspension and/or Out of School Suspension. Depending on the nature of the violation, parents may be required to come to school to provide appropriate clothing for their children. As this was another issue of concern for us,

the following will be instituted: The first offense will be minor referral. A second offense for the same garment / item will result in a major discipline referral being submitted. Any subsequent offense will result in an In School Suspension and/or Out of School Suspension as this situation ultimately turns into defiance and insubordination.

Hoods are not permitted to be worn on a student's head during the school day. Please see above. If a student is seen with the hood up repeatedly and was previously warned about this, it will be considered insubordination. This is a much more serious offense. The reason hoods are such a problem during the school day is that it is difficult to identify students with our school security cameras when the hoods are up. Parents / guardians should stress this matter with your children at home.



### **Driving Privileges and Parking**

Driving to school is typically reserved for Seniors and Juniors as space is limited. Sophomore drivers will be permitted to drive to school only if we have accommodated all of the requests from the junior and senior classes. 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 the 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.

### **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.

## 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.

## Graduation (Credit Requirements)

In order to graduate from Palmerton Area High School, students must have successfully completed the following minimum pattern of courses:

<b>Academic Area</b>	<b>Required Credits</b>
English	4
Math	4
Science	4
Social Studies	3
Economics	1
Personal Finance	1
Specials (Art/PE/Health & Music/PE/Health)	2
Specials Elective	1
Technology	2
Electives (Including World Language*)	6
<b>Total Academic Credits Required</b>	<b>28</b>

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.

### **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.

## **Harassment**

The School Board strives to provide a safe, positive learning climate for students in our schools. School 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 promptly investigated, 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. Please see Board Policy 103 for more information.

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.

Harassment is a serious offense. You must make a school official aware of any allegations. Our Title IX information can be found on the district website.

## **Hazing**

Hazing can be defined as any action or situation which intentionally, knowingly, or recklessly causes, coerces, or forces a student to do any of the following for purpose of initiating, admitting, or affiliating a student to a group, sport, club, or similar type organization.

- Violate federal or state law.
- Consume any food, liquid, alcoholic liquid, drug, or do physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.



- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

For more information on this topic, please see School Board Policy 247. All students and parents should read and understand this School Board Policy. Any questions or needed clarification should be directed to the Principal, the Assistant Principal, and / or a Guidance Counselor.

### **Health and Safety Plan**

The school district's Health and Safety Plan is posted on the website. Please review it and contact Dr. Frankelli, the Superintendent of Schools, with any questions.

### **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 or Schoology for missed work. (Every assignment is required to be posted on Schoology.) 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.

### **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.*

**COVID - Students who are exhibiting any COVID symptoms will need to be picked up by a parent or emergency contact IMMEDIATELY. Parents should notify us any time their phone numbers or emergency contacts change.**

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

### **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.

## **Keystone Exam (Pennsylvania) Graduation Requirement**

The Keystone Exams continue to be used by the Commonwealth of Pennsylvania as the statewide assessment. They are a graduation requirement for students of the Class of 2023 and beyond. The Keystone Exams are also the measure used to ensure that school districts comply with the accountability requirements set forth in the federal Every Student Succeeds Act (ESSA).

**Therefore, students must take the three subject level Keystone Exams (Algebra 1, Literature, and Biology) and demonstrate proficiency in each area prior to graduation.** The Keystone Exams are given in January and May. The results of these exams are placed on transcripts as either Pass or Fail. If students are unable to achieve proficiency on any of these exams, their school counselor will meet with them to determine which alternate pathway is most appropriate for them so that they can meet the state graduation requirement.

For more information about the Keystone Exam graduation requirement, please contact your child's school guidance counselor.

## **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. There are no exceptions to this. Please do not share lockers. 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.

## **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.

## **Marking Periods / Semesters**

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.

<b>90-100</b> .....	<b>A</b>	superior work
<b>80-89</b> .....	<b>B</b>	above average work
<b>70-79</b> .....	<b>C</b>	average accomplishments
<b>60-69</b> .....	<b>D</b>	below average work. This requires parental attention.
<b>I or NG</b> .....		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.”

### **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) 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. Violation of this medication policy may result in disciplinary action.

*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.

### **Parent 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. Even if you do not have access to a computer at home, students can check their grades at school. If you do not have access, please contact technology department at tech.dept@palmerton.org. They are happy to assist you. Parents can also have access to Schoology. Our teachers are expected to keep student grades up to date. Grades do not sync immediately between Schoology and PowerSchool so there may be a slight difference over a particular 24-hour period. PowerSchool should always be your first “go to” for grades and attendance.

### **Personal Property**

The school and the school district are not responsible for the loss or damage of any personal items. This includes things such as headphones, air pods, and cell phones.

### **Photos: Senior Pictures**

We do not offer senior pictures. If you are interested 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 result in missed class time is **not** considered an excused absence. All reputable photographers offer evening and weekend appointments.

### **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 have a discipline referral system that categorizes discipline issues into two categories ... minor and major. The overall goal of our discipline system is to address and eliminate unwanted behaviors.

Our matrix of expected behaviors will be provided to the students. As the school year begins, we will meet as a PBS core team to determine incentives for all learners. Given the nature of the virus situation, things will certainly be different.

Also connected to this program is Privilege Denial. This topic is explained in the discipline section under Disciplinary Action.

### **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.

### **Qualifications: Honor Roll**

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, third, and last marking periods will be mailed home. Please note that course grades can also be checked at any time using PowerSchool, our online parent portal.

### **School Board Policies**

There are many School Board Policies that relate to students in the School Board Policy Manual. They are in Section 200 entitled Pupils. We encourage everyone to be familiar with the School Board policies. It may be a good idea to read them as some of them have been recently updated. Here is where you can find things on the website. From the district homepage, click on Board of Education. Then scroll down to Board Policies. Click on the Policy section in the upper right corner and then scroll down to Pupils. Find #200. If you have any questions about the School Board Policies as you review them, you should contact the high school principal or the Superintendent of Schools.

### **Schoology**

#### ***Assignments***

- ↪ **Check your Schoology Calendar Daily!**
- ↪ All class materials will be posted in Schoology.
- ↪ Assignments will be posted on the Schoology Calendar.
- ↪ Do not put assignments off to the last minute. Please plan your workload.
- ↪ All assignments are posted on Schoology so this information can be checked even when students are not in school. Schoology should be checked on a daily basis.

#### ***Communication and Your Learning***

You are responsible for checking Schoology and managing your workload. You are also responsible for following the direction of our Technology Department which includes changing your password when directed.

- ↪ You are responsible for your education. It is up to you to notify your teacher if you are struggling, if you cannot view your assignments, or if something is preventing you from completing your assignments.

## **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 note that we do not have to provide notice either before or after these routine visits and drills. The less information about our safety protocols made public, the better and safer we will be.

### **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 main office. Any address changes must be given to the high school main office as soon as possible, via a moving permit copy that is obtained at the Borough Office or the Lower Towamensing Twp building, depending on where you live in the district.

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.

## **Substances: 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 purposed of this 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 (Board Policy 227.1 and 227.2) 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. The administration also has the right to search any locker where it is believed that drugs may be concealed.

### **Substances: Smoking/Vaping 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 Policy (222). (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. As we reviewed our discipline data from last year, vaping is in the top five. It is also a very common report in our Safe 2 Say application so we will be using vape detectors in some bathrooms on a trial basis. Violators will be subject to the disciplinary procedures outlined below:

#### **First Offense (Possession)**

The student will receive an Out of School Suspension (OSS) and **may** be referred to the District Magistrate for prosecution.

#### **First Offense (Use)**

The student will receive an Out of School Suspension (OSS) and will be referred to the District Magistrate for prosecution.

#### **Second and Subsequent Offenses**

The student shall be suspended from school (Out of School Suspension - OSS) and will be referred to the District Magistrate for prosecution. The use / possession of vape pens and e-cigarettes can be referred to the Magistrate's office.

### **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 and department chairpersons. This program is in place for students who have been selected to take Honors English or AP English.

### **Visitors**

We love to have visitors at the high school. However, we also have an obligation to keep our staff and students safe. Adults are not permitted to pick up their children without a valid ID. We also need a note stating a valid reason. We also have the right / obligation not to release any student if we deem it possible that the student would be in an unsafe situation by being released to the person present. Also, if we have a court order indicating that a particular student cannot be released to a particular individual, the child will not be released.



If your child forgot something at home and you are dropping that item off, this procedure must be followed: A table with note paper, a sign-in sheet, and a pen will be between the two front doors if someone needs to drop off something for a student. Please ring the bell and notify the main office through the speaker. The office staff will permit you to enter the space between the two sets of doors. Please leave a note with the student's name and grade. Please let your child know it's been dropped off so they can stop by.

We encourage everyone to make every effort to develop a family routine to reduce or hopefully eliminate the need to drop off forgotten items.

### **Weapons and Dangerous Instruments**

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 (#218.1) is in effect regardless of intent. The term "weapon" is defined in school district policy.

A violation of this policy can 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

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.

**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 St.  
Palmerton, PA 18071  
610-826-7101  
[jschuler@palmerton.org](mailto: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 St.  
Palmerton, PA 18071  
610-826-7101  
[jschuler@palmerton.org](mailto: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.

**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).<sup>1</sup> 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 NIGHTTIME 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 – Suzanne Rentschler (610)826-7101.