



Parkland High School

2018-2019

Student Planner

Attendance Office	610-351-5655
Main Phone Number	610-351-5600
Guidance Office	610-351-5610
Health Room	610-351-5616

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MESSAGE FROM YOUR ADMINISTRATORS

There are so many achievements to be proud of at Parkland High School. Whether it is in our classrooms, on our stages or on our playing fields, our accomplishments are not due to complacency and satisfaction with the status quo. The pursuit of excellence, to do what is best for the students, is the mission of the administration, faculty and staff. We welcome all students to Parkland High School for the 2018-2019 school year.

This student planner/handbook is designed to aid you in attaining your educational goals. Regardless of your future endeavors, you will find certain regulations to guide you. Naturally, there are rules and regulations meant for your benefit at Parkland High School such as showing respect for another's property and abiding by the rights and privileges of others at all times. Your conduct at all Parkland High School activities is a reflection on your school. Each of you has a responsibility for the school's reputation. We appreciate your efforts and hope the days ahead will be the most educationally rewarding that you have experienced in your school tenure. We wish all of you much success this year.

ADMINISTRATIVE STAFF

PRINCIPAL: *Mr. James E. Moniz II* will provide leadership for Parkland High School staff. He will oversee the development and implementation of educational programs, which are designed to meet the needs of the entire student community, and he will determine the need for equipment and supplies for the instructional program.

ASSISTANT PRINCIPALS: *Mrs. Crystal N. George, Dr. Terry Meehan, Dr. Anthony Naradko, Mr. Jude Sandt, and Mrs. Tamara E. Stavenski-Bennick* provide administrative and supervisory assistance to the principal; assist in supervising the instructional program; maintain discipline and enforce attendance policies (See page 2). An assistant principal for instructional supervision, *Mr. John T. Monahan*, will strive to enhance the academic programs at Parkland High School.

SCHOOL RESOURCE OFFICER: *Officer Thomas Bammer*, a South Whitehall Police Officer, promotes rapport with students, which results in strong relationships among the school, police department and the community. He works in a preventative manner with students as well as providing intervention strategies for troubled youth and their

parents. In addition, he handles both criminal and non-criminal police matters at Parkland High School.

ATHLETIC DIRECTOR: *Mr. William J. Dreisbach* supervises and administers the interscholastic athletic program.

ASSISTANT ATHLETIC DIRECTOR(S): *Mr. Robert Tice* and *Mr. Mike Dobil* assist the athletic director in enhancing the interscholastic athletic program.

DIRECTOR OF VISUAL AND PERFORMING ARTS:
Mr. Mark Stutz coordinates the visual and performing arts programs for grades K-12. He is also responsible for scheduling and supervising all activities that take place in the auditorium.

ASSISTANT PRINCIPAL ASSIGNMENT

9th-12th Grade

The listing below identifies the student alphabetic breakdown for each assistant principal regarding discipline and attendance:

Mrs. Crystal N. George: A - FE
Dr. Terry Meehan: FF – KR
Mr. Jude Sandt: KS - ROM
Dr. Anthony Naradko RON - Z

EQUAL OPPORTUNITY

In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, the Parkland School District does not discriminate, either in the educational or vocational programs and activities which it operates or in the employment of personnel, on the basis of sex, handicap, disability, race, color, national origin, age or religion.

If you are physically or mentally handicapped or disabled, you may qualify for special services and instruction and equipment modifications so you can successfully complete the educational program or participate in activities.

All inquiries regarding this policy should be directed to *Dr. Rodney Troutman*, Assistant Superintendent, Parkland School District, 1210 Springhouse Road, Allentown, PA 18104 (610-351-5506).

EMERGENCY/SAFETY PROCEDURES

In the event of any emergency that might occur at Parkland High School, an emergency crisis plan will be implemented by the teacher/staff member in charge of the area the students are in at the time of the declared emergency.

Student and staff safety is the primary concern in the event of any emergency. When the alarm sounds, administrators and staff will evaluate the situation. If there is a need for evacuation, an announcement will be made via the public-address system for everyone to evacuate the building. For the safety of all persons, students are asked to leave the building quickly and quietly via the assigned exit route from each location in the building. These routes are posted in each classroom. It is necessary for students to move through the halls quietly in the event that emergency directions need to be given. Once outside, they must move to an area a safe distance from the building. They cannot block roads or driveways that provide access to the structure for emergency personnel. Lastly, students must report to their teacher indicating that they have safely exited the building. They need to remain with their class/group while they are outside of the building.

In the event of any severe weather emergency, an announcement will be made via the public-address system. All students must move immediately to the designated “safe” areas of the building. The assigned area for each location in the building is posted in every classroom.

In the event of an emergency evacuation, a command center will be designated based on the nature of the emergency. For every emergency, a chain of command has been established and only the principal or his designee will be the official spokesperson for the school. Students **may not leave campus** without an administrator’s permission.

VISITORS

Parkland School District Administrators and School Board members have reviewed and revised all security procedures in all buildings. Parkland School District has initiated a new security protocol requiring visitors, including parents, to make an appointment with the school staff before arrival, except in a rare emergency situation. When the parent or visitor arrives at the school they will be asked to state name and nature of business. Parents should be able to identify the name of their child, grade and the name of the staff member they have an appointment to see. This “knowledge-based security measure” is just one step that Parkland is instituting to increase security measures throughout the

school. It is possible that the administration may ask the parent to come at a different time if there is no appointment or is there is insufficient information regarding purpose and knowledge of visit.

If permission is granted, visitors must sign in at the front desk in the rotunda. An identification badge will be issued to each visitor and must be worn while on the Parkland High School campus.

NO SMOKING RULE

The Parkland School District has declared all District property and buildings to be “smoke free.” Therefore, no smoking or vaping is permitted in the high school building or anywhere on campus at any time.

PARKING REGULATIONS

Sophomores, juniors, and seniors are permitted to drive to school and park on school property. Students must park in the designated student parking area after they have acquired a parking permit. Students must register their cars and will be issued special student parking permits that must be displayed on their vehicles. If a car does not display a permit and/or is parked outside of the designated area, disciplinary action will follow. Furthermore, students may not visit their cars during the school day without direct permission from their assistant principal. Parking privileges may be revoked in instances of poor citizenship.

Parking permits will be issued to students at a cost of \$20.00 for the 2018-2019 school term. Revenue generated from parking permits will benefit the Parkland High School Post Prom Committee.

DISTRIBUTION OF LITERATURE

No pamphlets, posters, flyers or literature of any kind may be distributed or posted on the Parkland High School campus without the direct approval of the administration.

TEXTBOOKS

Textbooks are the property of the Parkland School District. When they are assigned to a student, they are merely on loan. Therefore, students are required to cover their textbooks and keep them in good condition. Book covers are available at various locations throughout the building. The student is responsible for any damaged or lost book. As a result, there will be a fine that must be paid for students to receive their report cards. For seniors, their diploma will not be awarded until all book fines are paid.

The student must make summer book requests with his/her guidance counselor prior to the end of the school year.

CELL PHONE POLICY

Students are permitted to have cell phones on school grounds and at school functions under the following conditions:

During School Hours (7:40 am -2:53 pm)

- Students may be in possession of cell phones during school hours. All cell phones must remain out of sight (i.e., in the student's book bag, locker or car). Cell phones **must** be turned off during the school day.
- Students may use cell phones during their assigned lunch period.
- Students may not use cell phones during classes (unless directed to do so by their teacher for an educational purpose), between classes, during study halls and/or at detention. **If a phone call must be made, phones are available in the main office and the athletic office.**
- Students are not permitted to use camera phones for the purpose of taking pictures or videos in any Parkland school. For more detail, see *Camera Phones* section below.
- Failure to comply will result in the following penalties:

Penalties for Cell Phone/Electronic Device Violations:

- The student's cell phone/electronic device will be confiscated.
- The student must serve one Saturday detention.
- The student's phone will be returned once the Saturday detention is served or a parent/guardian may pick-up the phone in the Main Office weekdays between 7:30 am and 5:30 pm.

Note: Failure to turn over phone will result in a three (3) day out of school suspension.

Outside of School Hours

On school buses

- Students may use cell phones on school buses as long as conversations are kept to a low volume as deemed by the bus driver or adult in charge. Bus drivers may ask students to terminate conversations if they are found to be disturbing or inappropriate.

On school district property

- Students may use cell phones to make calls/text before and after a school-sponsored activity is in session. If they wish to

use phone during the activity, they must receive permission from the advisor. Calls/texting may not disrupt the activity.

- Text messaging is allowed before/after the activity, but not during. Advisors must grant permission for students to text message during a school-sponsored activity.
- Cell phones are permitted at school events, such as plays, athletic events and concerts. All those in attendance are asked to respect the participants and turn off their cell phones. Cell phone rings and/or conversations are disruptive and disrespectful.
- Cell phones **MUST** be turned OFF in the Parkland High School Auditorium and Library **AT ALL TIMES**. Cell phone signals interfere with the auditorium's sound system and cause problems for those involved in running the sound system.

Camera Phones

- Cell phones with cameras may not be used to take pictures/videos during and after school hours, on school grounds or at school district sponsored events. Camera phones are not allowed in bathrooms, locker rooms, etc. If a student is found taking pictures/videos in school, whether appropriate or inappropriate, he/she will be referred to an administrator. The content of the pictures taken will determine the severity of the punishment. If pictures are deemed inappropriate, legal action will be taken.

Cheating

- If a student is caught using a cell phone or other form of technology to aid them in cheating, he/she will have the appropriate penalties for both cheating and cell phone use applied to them.
- Texting from or checking a cell phone during an assessment will result in the student receiving a zero for the test/exam/quiz/assessment.
- Absolutely no cell phones/electronic devices may be accessible and/or on during any assessment. Students will receive a zero for the test/exam/quiz/assessment for failure to abide by this procedure.

Parkland School District is **not** responsible for the theft or damage of cell phones brought onto school district property.

SIGN-IN/SIGN-OUT PROCEDURES

Students who are going to miss a part of a day, an entire day or multiple days of school must bring in a *Student Leave of Absence Permit* signed by a parent requesting the student's excusal for a particular date and time. Students who leave the building during the school day must sign out in the appropriate sign-out book for each grade. All sign-out books are in the main office. (*Refer to section on Student Leave of Absence Permit*)

Students who arrive late to school (after 7:40 am) must report to the main office rotunda area to sign in. Students who arrive late without a note signed by a parent explaining a legitimate reason for the tardiness (sickness, appointment, etc.) will be charged with an unexcused "tardy." Students who arrive late to school after 8:30 am without a legitimate excuse will receive a zero in any missed classes.

Students signing out of a class should always be in possession of a pass when in the halls during classes.

LOCKERS

There are sufficient lockers available in the building for each student to be assigned his/her own locker. Students will maintain lockers for one year only. Lockers are not to be shared, and combinations must be kept confidential at all times. Lockers, which do not operate properly, should be reported to the main office.

The student's use of a locker does not diminish the school's ownership/control of the locker, or the right of an administrator to inspect the locker to insure proper usage of the locker within the guidelines of its intended purpose. Contraband/illegal items stored in lockers will not be treated as "personal property" and are subject to confiscation. The student will be subject to any charges appropriate under the Code of Student Conduct as well as under the law.

Physical Education lockers are not sufficient in number for assignment to individual students. These lockers do not contain locks. Students **must** provide a lock for gym and swimming pool lockers. Under **no** circumstances should personal property ever be left unlocked in bathrooms or locker room areas. Valuables should not be stored in gym or hall lockers; any valuables placed in lockers are at the student's own risk.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is designed to identify students who are experiencing barriers to learning. The team is a resource and referral program, not a treatment program. The heart of the program is a core group of school personnel who are specially trained to work with identified students. Support groups are offered throughout the school year to all Parkland High School students.

These support groups address a variety of issues such as:

Drug & Alcohol Education	Decision Making
Recovery from Substance Abuse	Self-esteem
Sexual Identity	Loss
Unhealthy/Healthy Relationships	Eating disorders
Anger Management	Depression

For further information or to get involved in one of our support groups, contact Mrs. Lori Fitch in Room B108 or 610-351-5600 Ext. 72108.

WITHDRAWAL FROM SCHOOL

The statute requires attendance of each student between the ages of eight and seventeen, yet it is in the best interest of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond high school.

If a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. Parkland High School will use district resources to assist the student in reaching career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and justification.

HEALTH ROOM INFORMATION

The health room is located near the cafeteria. A certified school nurse is available full time to administer the school health program and to provide first aid for illness or injury sustained at school. In order to more efficiently serve the student population, there are a few standard rules that must be followed:

- Should a student become ill, or sustain an injury during school hours, the student may request permission from the teacher in charge to go to the health room. Students should report directly to the health room. **If necessary, the Nurse will contact a parent/guardian. Students should not text parent(s).** A student who is ill may not leave the building

without nurse and parent permission. If the injury or illness is judged to be a true medical emergency, transportation to a hospital will be arranged via ambulance.

- Because of insurance regulations, it is essential that any injury sustained during school, school activities or on school buses be reported to the school nurse immediately (no later than 24 hours after the occurrence). For students involved in co-curricular clubs/activities, it is strongly recommended that parents purchase school insurance to supplement their health insurance as injuries involving a co-curricular club become the responsibility of the parents' insurance provider.
- The school nurse is not responsible for the diagnosis and treatment of student illness.

MEDICATION

For the purposes of this policy, medication shall include medicines prescribed by a physician and any over-the-counter medicines. Before any medication may be administered to any student during school hours, there must be a written request by the parent giving permission of such administration.

When an illness is serious enough to warrant the administration of medication, the parent/guardian should attempt to administer the medication before or after school hours.

If it becomes necessary for a parent/guardian to send prescribed medication to school with a student, the medication shall be sent in the original container and labeled with: Student's name and grade; name of the medication; amount of the medication to be taken and the time the child is to take the medication.

It is the parent's responsibility to assure an adequate supply of medication is in the Health Room. Any changes in the dosage or time of administration require new forms completed by the parent and/or physician. If a child needs to have prescribed medication with him/her on any field trip, it is the parent's responsibility to personally notify the school nurse before each scheduled field trip so that arrangements can be made to comply with your request.

Students/parents are reminded of the following: The school district policy on drugs and alcohol defines distribution as delivering, selling, passing, sharing or giving any alcohol, drug, counterfeit chemical, anabolic steroid, or mood-altering substance, as defined by policy, from one person to another.

Student Self-Administration

The only time a student will be required to self-administer medication will be when a student is on a field trip. To self-administer medication, the student must be able to:

- Respond to and visually recognize his/her name
- Identify his/her medication
- Measure, pour and administer the prescribed dosage
- Sign his/her medication sheet to acknowledge having taken the medication
- Demonstrate a cooperative attitude in all aspects of administration.

Health Examinations & Immunizations

In compliance with the School Code, the Board requires that students in the Parkland School District submit health and dental examinations. Each student shall receive a comprehensive health exam upon original entry, while in eleventh grade. The school physician will conduct these examinations. A private examination at the parents' request and at their expense will be accepted in lieu of the school examinations.

The Pennsylvania Department of Health has put regulations in place for the 2018-2019 school year regarding immunizations:

- Students entering 12th grade will need a second booster of the MCV (meningitis) vaccine.
- All students may need an additional dose of the Polio vaccine depending on their last administered dose.
- The 8-month provisional period has been reduced to five days from the start of the school year.

The school nurse reviews all immunizations records and will send home information based on specific student needs.

Disciplinary consequences resulting in exclusion from school will result if a student does not comply with this section of the policy.

PHYSICAL EDUCATION REQUIREMENTS

All students at Parkland High School are required to participate in physical education classes throughout their tenure. Only a written excuse from a physician or the school nurse will be recognized as a legitimate reason for not participating in Physical Education classes. Participation requires being properly dressed for each class. Students are required to provide their own lock for their locker. Valuables should not be stored in gym lockers and any valuables placed in lockers are at the student's own risk. Valuables may be given to the Physical

Education teacher to hold until the end of the class period. All personal property *must* be locked in a gym locker and should *never* be left unlocked in bathroom/locker room areas.

EARLY DISMISSAL

If senior, junior or sophomore students are scheduled for a study hall at the end of the day, under certain conditions they may sign out and leave the building instead of attending their study hall. *This is NOT an automatic right for all students, rather, it is a privilege granted to the student by the administration and may be revoked due to poor citizenship and/or unsatisfactory academic performance.* Several guidelines must be followed in the early-dismissal procedure:

1. Students, who are passing all subjects, have good attendance and who do not have discipline problems are permitted to apply for early dismissal.
2. An early dismissal request card must be obtained by the student and must be returned, signed by a parent *each semester* before the student may utilize the early dismissal privilege.
3. Students who take advantage of early dismissal must leave the school building and campus immediately upon their dismissal from their final regular class of the day.

LATE ARRIVAL

If senior, junior or sophomore students are scheduled for a study hall during first period or both first and second periods, under certain conditions they may choose to arrive late instead of attending their study hall. *This is NOT an automatic right for all students, rather it is a privilege granted to the student by the administration and may be revoked due to poor citizenship and/or unsatisfactory academic performance.* Several guidelines must be followed in the late-arrival procedure:

1. Students, who are passing all subjects, have good attendance and who do not have discipline problems are permitted to apply for late arrival.
2. A late arrival request card must be obtained by the student and must be returned, signed by a parent *each semester* before the student may utilize the late arrival privilege.
3. Students who take advantage of late arrival may not be on school property until ten minutes before class starts and must report to class on time. Late arrivals must attend homeroom on "B" scheduled days.

4. Students may enter the building to use the library if a pass is obtained from a classroom teacher.
5. It is the sole responsibility of the student choosing to arrive late to obtain any homeroom information that he/she may have missed.
6. If a student is tardy three or more times after the designated late arrival time, late arrival privileges will be suspended or revoked.

DISPLAYS OF AFFECTION

The Parkland School District holds the firm opinion that school is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved. Parental conferences may be scheduled, and disciplinary responses directed at those students who are not willing to cooperate with this policy.

CAFETERIA INFORMATION

Cafeteria service is provided for student convenience. A few simple rules will ensure that the cafeteria will function as intended. It is important for students to adhere to the following:

1. All students must report directly to the cafeteria as scheduled.
2. Students must remain in the cafeteria for the entire lunch period unless excused by one of the teachers in charge.
3. Students should form orderly lines at the various serving areas and should not cut in line.
4. Students must return trays, utensils, etc. to the proper location.
5. Students must be certain to clear their tables and place trash in the proper receptacles provided.
6. Throwing of food, etc. is strictly prohibited.
7. Students must remain seated at their tables until the designated time for dismissal and/or the teachers on duty dismiss them.
8. Loud, boisterous conduct of any kind will not be tolerated.
9. The cafeteria staff does not lend money to students for lunch. Students must come prepared to pay for their lunch.

Failure to comply with any of the above will result in disciplinary action at the discretion of an administrator.

Cafeteria & Menus

Meals served in the Cafeteria are part of the National School Breakfast and Lunch Programs. The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches

will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

The National School Lunch Program requires that the school offer only milk with a student meal. The school will not offer a student juice or water with their meal. For a student to receive a substitute for their milk, a current physician's statement must be on file with the Food Service office and school health room. A current physician's statement must be submitted each school year.

Each building cafeteria operates all cashier functions under a computerized point of sale system. All students are issued a student identification number (PIN), which is their student ID number, and is linked to an account. Deposits may be made with cash, check, or on line. Checks should be made payable to Parkland Food Service Department. The Food Service Department will not accept post-dated checks. Parents can create an on line account at www.myschoolbucks.com in order to view their child's purchase history, receive low balance notifications, or deposit money using a credit card.

The Food Service Department page of our District web site contains additional information concerning the operations of the food service department. Such items include monthly menus, a la carte items, lunch prices, nutritional information, and much more. Please visit our web site at www.parklandsd.org.

Free and Reduced Meals

Title 1 is one of the largest federal aid programs for elementary and secondary schools. School districts utilize Title 1 funds to pay for educational services and materials for students. Qualifications for Title funds and extra educational services are proportionately connected to the National School Lunch Program.

Parkland School District has made it faster and easier to apply for free and reduced meals by using an online application. Simply visit www.schoolcafe.com, register, and select Parkland School District as your district. This online service enables families to receive program benefits fast than using paper application. The application is electronically submitted directly to the child nutrition office for processing.

STUDY HALL GUIDELINES

Study halls are provided in a student's schedule to assist in the process of maintaining a consistent level of preparedness for each class and allow an opportunity for make-up work to be completed. Therefore, specific rules for study halls are prescribed.

1. Students **MUST** report to their scheduled study hall at the beginning of each period unless they have a permanent pass to another location. **Remember, a study hall is an assigned class.**
2. Students with **permanent passes** must report to assigned locations.
3. Students will be directed to sign-out with the teacher to all locations for which they have legitimate passes, including the library. Please note: **If passes are forged, disciplinary action will follow.**
4. Students who need to report to another location after they check in to their study hall must have a pass, which must be obtained prior to study hall from a classroom teacher. Study hall teachers will not excuse students to seek passes.
5. Students who have a pass to take a test/exam will be allowed to sign out first.
6. All study halls will be termed "quiet study" periods.
7. Students will be permitted to work together only with the permission of the teacher in charge of the study hall.
8. Card-playing, electronic devices and cell phones are prohibited in study halls.
9. Socializing/talking is prohibited in study hall.
10. All students will have assigned seats in study hall.

Failure to comply with hall rules will result in disciplinary action at the discretion of an administrator.

LIBRARY POLICIES/PROCEDURES

The library/research center offers the most advanced technology available. Online searching, compact disc and DVD technologies offer a wide variety of opportunities for information retrieval. As a member of ACCESS PA, materials that are not available in the district can often be obtained through interlibrary loan. Computers are available for student and staff use. Everyone is required to use a student ID for admission to the library and to borrow library materials. These cards will be issued to all students and a \$5.00 replacement fee will be charged for lost cards.

To assure efficient use of the library/resource center, we ask that students do not bring food or drink in to the library, and to observe the following rules:

1. Cell phones must be turned off.
2. A book needed for assigned reading in a course is subject to immediate recall even though it has been checked out for less than the regular time period.
3. Books in use may be reserved and the student will be notified as soon as they become available. Books from regular shelves may be borrowed for one to two weeks and may be renewed if no other borrowers are waiting for them. There is a charge of 10 cents per day for materials not returned on time.
4. Reference books and books on reserve must be used in the library during the school day. After school, they may be checked out for overnight use. There is a fine of 50 cents per day, per item, for late materials.
5. Back issues of unbound magazines, newspapers, pamphlets, pictures, vertical file materials, and career materials circulate for two weeks and may be renewed, if no borrowers are waiting. A fine of 10 cents per day, per item, will be charged for late materials.
6. All non-print materials and computer software may be viewed on equipment in the library. Videos may be borrowed overnight.
7. Coin-operated photocopy machines are available for print and microprint materials.
8. All materials borrowed are assumed to be in good condition when checked out unless otherwise reported at that time. Students are held responsible for the condition of those materials upon their return.
9. After returning a consent form, students are eligible to borrow a laptop computer. Borrowing procedures for laptops are listed on the consent form.

Library Hours: Monday – Friday: 7:00 am – 4:30 pm.

Students using the library after school must be in the library by 3:05 pm and must remain until the 4:30 bus or parent pick-up. On early dismissal days, the library will close 15 minutes after dismissal. On days before holidays, the library will close at 3:30 pm. The library is also available throughout the summer, Mon. – Fri. 10:00am-12:00 noon and 1:00-3:00 pm. The library staff is here to assist you in any way possible. Just ask for help.

All students using any computer equipment in the library center are subject to the *Parkland School District Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information System Policy*. Non-compliance with the policy is covered by the discipline code of the Parkland School District.

GUIDANCE INFORMATION

Guidance and counseling are special services provided for every student at Parkland High School. With the cooperation of the students, parents and the school, planning for the vocational or educational future of the individual becomes realistic and meaningful. Students are urged to consult the counselors whenever they wish to discuss matters of personal adjustment in the areas of educational, vocational or social development. In addition, students should make use of the resources available in the library, the counseling office and the College and Career Resource Room. Such information contains resources for both vocational and educational planning for further training and education.

Parkland High School makes every attempt to recognize and serve the exceptionalities of our students. The counselor is the best resource for assistance in planning for all students.

Guidance Counselor Assignments

Based on student's last names: 9th – 12th grade

- **Mrs. Leslie Poremba:** **A - BRN**
- **Mr. Eric Roberts:** **BRO - DES**
- **Mr. Ryan Hulmes:** **DET – GAQ**
- **Mr. Jeremy Gordon:** **GAR - HOK**
- **Ms. Bryna Witkowski:** **HOL - LAK**
- **Mrs. Jennifer Tabarani:** **LAL - MIL**
- **Ms. Danene Krenicky:** **MIM - PLN**
- **Mrs. Meredith McGarr:** **PLO - SCI**
- **Mrs. Patricia Macdonald:** **SCJ - THE**
- **Mrs. Christine Thomas:** **THF - Z**

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Parkland School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Parkland School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District

procedures. The primary purpose of directory information is to allow the Parkland School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; annual yearbook; Honor roll or other recognition lists; Graduation programs and sports activity sheets, such as for wrestling, showing weight/height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Parkland School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15 of the current school year.

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal or director of student services a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or director of student services and clearly identify the part of the record they want

changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The records of each student with an exceptionality (special education) are reviewed at the end of each school year. Information the district no longer deems necessary to provide appropriate programming is discarded. Parents may claim discarded records by contacting the director of student services (610-351-5555) prior to June 1 each school year. Copies are available at a cost of 10 cents per page. For information about those policies and procedures, about rights of confidentiality and access to educational records, as well as for further information on rights of parents and children, provision of services, evaluation and screening, you may contact in writing the Director of Student Services, 1210 Springhouse Road, Allentown, PA 18104, or any building principal.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information.

PROGRAMS FOR SPECIAL NEEDS CHILDREN

In compliance with state and federal law, notice is hereby given by the Parkland School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: *Autism; Deaf-blindness; Deafness; Emotional disturbance; Hearing impairment; Mental retardation; Multiple disabilities; Orthopedic impairment; Other health impairment; Specific learning disability; Speech or language impairment; Traumatic brain injury; Visual impairment; Mentally gifted.*

If you believe that your school age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. Early intervention services are available for young children (age 3 to school age.) You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening should be made in writing to the Director of Student Services, 1210 Springhouse Road, Allentown, PA 18104.

CHILD FIND

The school district engages in numerous public awareness activities to alert residents about procedures for accessing special education programs. Public awareness activities are included in the district activities calendar, the district newsletter, and the newspaper (2 times per year). In addition, flyers and brochures are given to each of the non-public schools within Parkland School District borders. The district also sends a letter to each family in non-public schools, making them aware of their ability to access evaluations for special education.

ACCOMMODATIONS FOR THE DISABLED

All district schools provide accessibility for the disabled. Parents of a disabled child should contact the director of student services, 610-351-5555, for inquiries regarding appropriate placement of their child. Disabled adults who wish to visit or utilize school facilities should contact the appropriate building principal for information. General questions regarding the accessibility of school facilities for disabled persons should be directed to the Office of the Assistant Superintendent, at 610-351-5505.

PROTECTED HANDICAPPED

In compliance with state and federal law, the Parkland School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Student Services at 610-351-5555.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS (PPRA) AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) requires Parkland School District to notify you and obtain consent or allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (a.k.a. protected information surveys):

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior

5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers
7. Religious practices, affiliations or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Parents/guardians may receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Parents/guardians may inspect, upon request and before administration or use:

- Protected information surveys for students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parkland School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parkland School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Parkland School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parkland School

District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5901**

GRADUATION REQUIREMENTS

Graduation requirements state that a student must acquire **24.25 credits** in grades nine through twelve to graduate from Parkland High School. The accumulation of a specific number of credits does not automatically guarantee graduation. Some credits must be earned in required subjects. Explanations and descriptions of course requirements can be found in the *Parkland High School Course Selection Guide*, available in the Guidance Office. High school level courses taken in the middle schools will be noted on the high school transcript. These courses will not be calculated in the annual or cumulative GPA for the high school years.

The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation.

In addition, satisfactory completion of health and physical education programs in grades 9, 10, 11 and 12 is a state requirement for graduation. Parents of seniors who are failing required course(s) at midterm shall be notified by mail that their child will not be eligible to participate in the graduation ceremony unless a passing grade is received for the course.

Parents of seniors whose status cannot be determined until all grades are averaged at the completion of the term shall be notified by certified mail midway through the final rating period if the possibility exists that the student is in danger of not meeting the minimum graduation requirements.

Parents are encouraged to use *Home Access Center*, which offers a secure web-based opportunity to track their child's attendance and **academic performance, including marking period grades and interim grades**. Questions regarding Home Access Center should be directed to Mrs. Melissa Lynn at lynnm1@parklandsd.org.

Participation in Graduation Ceremonies

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but s/he may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Seniors who qualify for their diploma must make sure that they have settled all accounts prior to graduation. If a student has an unsettled account such as a lost book; an unreturned item that is the property of Parkland High School; class dues, library fines or detention time owed, the diploma will be withheld until the account is settled

Students eligible to receive a diploma are required to attend the commencement rehearsal to participate in the graduation exercises. Seniors not meeting the requirements for graduation are not permitted to participate in the commencement program.

GRADING SYSTEM

Report cards are issued four times per year. To measure achievement, the following letter-grade system with designated percentage ranges will be used for most subjects. Also indicated is a description of the quality of performance and the quality point values, which are used to compute honor roll eligibility and grade point average. Only the letter grade will be reported on the report card. Please note that Physical Education will also be using the following grading system but will not be used in computing honor roll eligibility or grade point average.

Parkland adopted the three-tiered quality point system outlined below. Class rank will no longer be publicly reported for students.

Grade	Numeric Range	Standard Grade Points	Honors Grade Points	AP Grade Points
A+	97-100	4.0	4.50	5.00
A	93-96	4.0	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D	60-69	1.00	1.00	1.00
F	0-59	0.00	0.00	0.00

*I = Incomplete

*W, WF, WP = Withdrew (Failing or Passing)

In reporting grades for driver training and certain other electives, the following letter-grades will be used. These grades will not be used in computing honor roll, eligibility or grade point average.

Grade	Quality of Performance
O	Outstanding
S	Satisfactory
U	Unsatisfactory

EXAMINATIONS / FINAL GRADES

Students who are absent for a midterm or final exam must present a doctor's excuse to make up the missed exam; otherwise, they will receive a zero. Students who "double up" on a subject will be notified in advance regarding the exam they will take during the make-up session. Students will be notified of their exemption status on or before the Friday before the examination.

Important Note: Students must remain for the entire exam period. Any student leaving an exam prior to the conclusion of the exam period will receive a zero for the exam grade. Students must plan on being present for both the mid-term final exam sessions, typically held in January and June unless exempt. A doctor's note is required if a student fails to report to a mid-term or final exam. A student not providing a medical excuse from a doctor will receive a zero for the exam grade.

Full Year Course

Mandatory semester examinations will be given in English, Social Studies, Sciences, Mathematics and World Languages. *No student is exempt from a mid-term examination.* To be exempt from the second semester exam in a full year course, student must have a 90% average (4 rating period grades) and no quarter average less than 80%. Therefore, if exempt, the four marking periods would be averaged, rounded, multiplied by 9, add the mid-term and divide by 10 for the final yearly average.

Example: [(4 rating period rounded average) * 9 + Mid-Term Exam grade] / 10 = Final Yearly average

Final grades for a full year course are determined by the following

formula: [(4 rating period rounded average) * 8 + Mid-Term Exam grade + Final Exam grade] / 10 = Final Course Grade

With the above formula, the rating period grades would count for 80% of the final grade with the mid-term counting as 10% and the final exam counting as 10% of the final grade. This is the same percentage breakdown currently used in semester courses where the rating period grades account for 80% of the final grade and the final exam counts for 20% of the final grade.

Semester Course

To be exempt from the semester examination in a semester course, you must have at least a ninety percent (90%) average for the entire course and no quarter grade less than eighty percent (80%). It is the student's responsibility to request an exemption from the exam. Students who are exempt from examinations will have their grade calculated based on the quarterly percentages reported during the year.

Example: (First marking period) + (Second marking period) / 2

Final grades for a semester course are determined by the following

formula: 2(First marking period grade) + 2(Second marking period grade) + (Exam grade) / 5

QUALITY POINT AVERAGE

From time to time throughout the school year the need may arise for computing your quality-point average. The most common use of this average is in determining honor roll eligibility. Each letter grade has a corresponding quality-point value. (Refer to table under "Grading System") It is a matter of totaling the quality points and dividing by the

number of credits you are carrying to reach a quality-point average for each year. Only courses taken at Parkland High School during the time a student is enrolled in 9th, 10th, 11th or 12th grade will be calculated in the GPA.

HONOR ROLL

The Honor Roll will be published at the end of each quarterly marking period. This listing is made up of students who achieve a quality-point average of 3.25 or higher, identifying them according to the following groupings:

Distinguished Principal's List: 4.00 +
No grade < 80
No incompletes

High Honors: 3.75 - 3.99 +
No grade < 70
No incompletes

Honors: 3.25 - 3.74
No grade < 70
No incompletes

INCOMPLETES

Students receiving incomplete grades need to resolve the incomplete by mid-term of the following marking period or the work will automatically be given zero credit. All incompletes that result in the fourth marking period must be resolved by June 30 of that year or the incomplete work will automatically be given zero credit and the final grade will be calculated.

SCHEDULE CHANGES

Careful planning must be exercised when selecting courses for the next academic school year. Staff assignments, class sizes, material resources and course offerings are all dependent upon student requests; therefore, schedule changes must be held to a minimum to maintain the integrity and balance of a master schedule. Requests made prior to July 1st will be processed at the written request of the student and parent. Any errors, conflicts, omissions and additions to students' schedules will be resolved as soon as possible.

The following guidelines exist for all other schedule changes requested after July 1st:

1. Student and parent(s) must complete a *schedule change request form*. Forms are available in the Guidance Office.

2. Schedule changes will be considered for valid educational reasons only. They will not be made to accommodate requests for lateral moves within the same subject area or teacher preference.
3. The counselor and assigned teacher will review schedule change requests.
4. Semester courses will not be dropped after the first six days of class; Full year courses will not be dropped after the first twelve days of class.
5. No class will be dropped and replaced with a study hall. All students must maintain a full schedule for the entire year.

Withdrawals from a course will not become part of the student record if the course is dropped within the first twelve days of a full-year class and within six days of a semester class. A “W” (Withdrew) will be recorded after those days but prior to the end of the first quarter. Either a “WP” (Withdrew Passing) or “WF” (Withdrew Failing) will be recorded if the course is dropped after the first quarter, indicating the student’s progress at the time of withdrawal.

SUMMER SCHOOL

Summer school is conducted for the purpose of allowing students to make up courses failed during the regular session. A six-week session usually begins during the last week of June and continues through the first week of August. A fee is charged for each course taken in summer school. The following are specific rules of eligibility for the summer school program:

1. Students who fail a subject during the regular session may enroll for that course in summer school - if it is being offered. The right to do this is not conferred automatically. Administrative approval must be given before any student enrolls in summer school. Summer school approval will be based on a review of individual student attendance, discipline and academic records during the previous school year. Students who are denied academic credit during the previous school year are ineligible to attend summer school.
2. Both the grade received during summer and the grade received during the school term will be recorded on the student’s cumulative record. However, the higher grade only will be used to determine yearly and cumulative averages.
3. If a student or parent wishes to employ a tutor for the purpose of make-up courses during the summer, the criteria listed in the next section will be applicable.

COURSES NOT TAKEN IN PARKLAND DISTRICT

Students may take courses at schools and colleges other than Parkland District schools. There are certain criteria for these courses to be acknowledged and/or recognized by Parkland. Since these courses may be taken for different reasons and at different times, the following policies affect these situations.

COURSES FOR ENRICHMENT

1. Approval must be granted in writing by the administration. Credits earned through these courses may not be used toward fulfillment of Parkland's required courses for graduation. An official transcript may be added as a separate document to the PHS transcript.
2. If the course is to be used to qualify the student for more advanced studies at Parkland, a summary final assessment approved by the principal, e.g. Parkland's final examination, must be passed with an 85% or higher by the student at the conclusion of the course.
3. The student is responsible for having an official transcript forwarded to Parkland for recording.
4. Course grades will not be used in determining the student's yearly or cumulative average.

Please Note: Enrichment students will be placed in the next course in the sequence only if there are open seats available after students who requested the course during the regular course selection process have been placed.

Special Programs during the School Year

Special programs are activities such as Student Foreign Exchange or Early Admission to a college or university as a full-time student. To graduate from Parkland, it is mandatory that Parkland's required courses be included in this program. Written approval from the administration must be granted prior to entering any such special program.

DRIVER'S LICENSING CHANGES

In November of 2011, the Department of Motor Vehicles Bureau of Licensing informed the Carbon Lehigh Intermediate Unit 21 (CLIU 21) that prior to a driver's test being given, a student must first complete the driver's education theory class before a CLIU driving instructor may issue the actual Behind the Wheel (BTW) driver's licensing test.

Parkland realizes that some students enrolled in the CLIU's BTW program for first semester may not be scheduled for the theory course until second semester. In this case, inform the BTW instructor at the CLIU of this conflict; take the sixth CLIU BTW lesson to receive your BTW certificate and take the driver's test at the DMV. The law maintains that a State examiner may issue the driver's test without the completion of the theory course, but a driver's education instructor may not.

Additionally, CLIU offers an online theory course for a fee. Inquiries may be directed to the CLIU.

REPORT CARDS

Report cards are issued four times per year and are distributed during homeroom period. End-of-year report cards are mailed to the student's home address after the end of the term. During any time of the year if a student has an unsettled account, lost book or money owed, the report card will be withheld until the account is settled.

SCHOLASTIC INTEGRITY

The Merriam-Webster Dictionary defines cheating as follows: "to deprive of something valuable by the use of deceit or fraud...to practice fraud or trickery...to violate rules dishonestly" (Merriam-Webster, 2017). At Parkland High School, all students are expected to do their own work when assigned individual assignments, papers, projects, and when taking tests as academic integrity serves as the foundation of all academic work. Academic integrity requires students to demonstrate mastery through their own efforts without engaging in acts of deception, falsification, or misrepresentation. If students have a question about academic integrity, it is the student's responsibility to ask questions of their teacher to receive clarification.

Thus, the administration, faculty, and staff will adhere to the following when addressing issues of academic integrity:

Definitions:

Cheating, or academic dishonesty, occurs when students obtain or assist others in obtaining credit for work that is not their own. Examples of academic dishonesty include, but are not limited to, the following:

Cheating:

- Looking on or at someone else's test or quiz paper or passing on test information during a test.

- Allowing another student to copy or use one's classwork, homework, research and/or notes for his/her own credit or doing another student's work for credit.
- Submitting reports based on falsified or fictitious data or footnotes.
- Possessing cheat sheets or other unauthorized materials in class for use during a test or quiz.
- Being in unauthorized possession of or having made unauthorized use of a test or exam such as taking a picture of a test and sharing/distributing it to others.
- Being in possession of and/or accessing an electronic device, including cell phones, iPads, Chromebooks, tablets, iWatches, SMART accessories, etc., in a testing environment where this is prohibited.
- Changing/altering a grade and/or score on an assessment.
- Changing/altering a gradebook/other official record.

Plagiarism:

- Taking and using someone else's published work, thoughts, ideas, and/or writings and claiming it as one's own, intentionally or unintentionally. This applies to writings, drawings, artwork, computer programs and applications, etc., that are not one's own. Plagiarism includes word-for-word copying, a rearrangement of words or ideas without proper citation, and/or paraphrasing without proper citation.
- Using a report or term paper previously submitted as a requirement for a previous class without the knowledge of the current teacher.

Penalties for Academic Dishonesty:

Parkland High School's administration, faculty, and staff strives to maintain an honest academic learning environment. When this is violated, a fair and consistent approach will be used as is outlined below:

Level 1 Offenses

Types of Offenses:

- Looking on or at someone else's test or quiz.
- Allowing another student to copy or use one's work, research or notes for his/her own credit, or doing another student's work for credit. This includes the use of a text or picture of someone else's work.
- Possessing cheat sheets or other unauthorized materials in class for use during a test or quiz.

- Being in possession of and/or accessing an electronic device, including cell phones, iPads, Chromebooks, tablets, iWatches, SMART accessories, etc., in a testing environment where this is prohibited.
- Using a report or term paper previously submitted as a requirement for a previous class without the knowledge of the current teacher.

Consequences:

- 1st offense:
 - Student will receive a “0” on the assignment.
 - Teacher will notify the following about the infraction: -parent/guardian -student’s assigned administrator - guidance counselor of the student
- 2nd offense:
 - Student will receive a "0" on the assignment parents, administrator, and guidance notified.
 - In addition, student is ineligible for participation in all school honor societies, including National Honor Society and all subject specific Honor Societies.
- 3rd offense:
 - Same consequences as the first and second offenses.
 - In addition, student will receive a failing grade (WF) for the course.
- Subsequent Offense(s):
 - May result in additional consequences as determined by the assigned school administrator, which may include ineligibility for school sponsored Senior Awards.

Level 2 Offenses

Types of Offenses:

- Submitting reports based on falsified or fictitious data or footnotes.
- Being in unauthorized possession of or having made unauthorized use of a test or exam such as taking a picture of a test and sharing/distributing it to others.
- Changing/altering a grade and/or score on an assessment.
- Taking and using someone else’s published work, thoughts, ideas, and/or writings and claiming it as one’s own, intentionally or unintentionally. This applies to writings, drawings, artwork, computer programs and applications, etc., that are not one’s own. Plagiarism includes word-for-word copying, a rearrangement of words or ideas without proper citation, and/or paraphrasing without proper citation.

Consequences:

- 1st offense:
 - Student will receive a "0."
 - Parents, administrator, and guidance notified.
 - Student is ineligible for participation in all honor societies, including National Honor Society and all subject specific Honor Societies.
- 2nd offense:
 - Same consequences as the first offense.
 - In addition, student will receive a failing grade (WF) for the course.
- 3rd offense:
 - May result in additional consequences as determined by the assigned school administrator, which may include ineligibility for school sponsored Senior Awards.

Level 3 Offenses**Type of Offenses:**

- Changing/altering a gradebook and/or other official record.

Consequences:

- Parents, administrator, and guidance notified.
- Student is ineligible for participation in all school honor societies.
- Student will receive a WF for the course.
- Additional consequences may be assigned as determined by school administration.

Please note: The penalties for academic integrity are cumulative in nature over all courses and for the duration of a student's tenure at Parkland High School. In addition, records of any infraction will be maintained in both the principal's office and in the student's discipline file. The student and/or parents/guardians may submit a statement to be maintained on file with any incident. **Finally, please keep in mind that all academic integrity violations are reportable to colleges/universities during the college application process.**

EATING/DRINKING IN THE SCHOOL BUILDING

Parkland High School is an exceptional facility. Students are encouraged to assist in maintaining the character of our building. All litter must be placed in the appropriate collection containers. *Food and drink are not permitted in the building during the school day except in approved areas such as the cafeteria.*

PARKLAND HIGH SCHOOL
PHS CODE OF STUDENT CONDUCT

1.0 Free Education and Attendance

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's schools.

1.1 Absenteeism

The following procedures will be adhered to in all matters of attendance at Parkland High School:

- a. A student who is absent from school must (1) have a parent/guardian call the specific grade attendance office at **(610) 351-5655** before 8:30 am **each day** of the student's absence to report the absence (the hotline is available 24 hours a day/7 days a week), or (2) return an absentee card, signed by a parent/guardian, to the attendance office within three (3) school days of the student's return to classes. If the call is not received or the card is not presented, the absence will be considered "unexcused/illegal." (See 1.1 c & d for consequences). If your child is absent for four (4) or more periods and a parent/guardian has failed to contact the attendance office, an automated system will place a phone call to your home. This call serves to remind you to contact the attendance office to confirm your child's absence.
- b. Homework requests should be directed to the Guidance Office after three (3) or more excused absences.
- c. A student who is excused/lawfully absent from school is entitled to make up work according to the following guidelines:
 1. **Make-up work** is defined as work that was assigned and/or covered in classes on the day(s) the student was absent. This implies that all work assigned through the student's last day of attendance is due on the first day of the student's return to classes or on the previously indicated due date with no extra time allotted. This includes previously scheduled tests, reports, etc.
 2. All work assigned and/or covered during a student's absence must be completed within a reasonable period of time not to exceed two (2) days for each day of absence. Additional time to complete assignments may be allotted at the discretion of the classroom teacher.
 3. Students excluded from school through suspension will have the same make-up rights and responsibilities as indicated in (1) and (2) above, but students will not be

provided with formal classroom assignments while on suspension.

4. In all cases, it is the responsibility of the student to approach the classroom teacher in order to ascertain make-up assignments.
 5. On days of absence, students may not sign in and out to attend specific classes.
- d. Students who are 16 years of age and younger will be marked “illegally” absent, while students 17 years of age and older will be marked as an “unexcused” absence. All students will be responsible for complying with the following sections of policy regarding their absences:
1. **First day of illegal/unexcused absence** may result in the assignment of two (2) after-school detentions.
 2. **Second day of illegal/unexcused absence** may result in the assignment of one (1) Saturday detention.
 3. **Third day of illegal/unexcused absence** may result in the assignment of two (2) Saturday detentions.
 4. **Fourth day of illegal/unexcused absence and subsequent absences** may result in the assignment of one to three (1-3) In-School Suspensions (ISS) and a referral to the magistrate (under 17 years of age). All students who are under the age of 17, and therefore covered by the Pennsylvania Compulsory School Attendance laws, require the filing of truancy charges under Act 24 of 1995 before a Magistrate or District Justice. This act provides for penalties to be levied on truant students and/or their parent(s). The law now permits school officials to charge either the parent of the truant student, the truant student or both. The law also provides for fines up to \$300 and subsequent costs. The Ruling District Justice may also sentence parent(s) found guilty to a special parenting program. When a student is found guilty of truancy, he/she is subject to the same fines and costs and may also be remanded to an adjudicated alternative educational program for a period of time to be determined by the ruling District Justice. Act 24 also removes from the truant student his/her Pennsylvania motor vehicle driving privileges for ninety (90) days on the first offense and for six (6) months for each subsequent offense. Unlicensed truant students are prohibited from applying for a learner’s permit for ninety (90) days on the first offense and for six (6) months for all succeeding offenses after their 16th birthday.

5. All illegal/unexcused absences automatically deny the student the right to make up work and assignments missed during that period of unexcused absence.
- e. **Unexcused/Unlawful Absences:** All students seventeen years of age or older shall be responsible for complying with the following policy regarding their absences from school:
1. A student who is absent from school without an acceptable excuse will not be permitted to make up work assigned and/or covered during that period of absence.
 2. A student who accumulates ten (10) days of unexcused absences from school within one academic year will be considered as failing to meet the requirements for promotion or graduation. As such, he/she will be required to repeat the school year during which the ten unexcused absences occurred.
 3. A student who accumulates ten or more unexcused class periods within one academic year may be denied credit for the course. As such, the student will be required to repeat the course. In addition, the penalties listed in c 1-6 will be imposed when a student is absent from school without legal excuse.

1.2 Truancy Intervention

Recognizing that a student's truant behavior is often symptomatic of a larger problem, administrators will utilize the Parkland School District Truancy Intervention Program in dealing with problems of chronic truancy.

- a. **Enforcement of Compulsory Attendance Requirements:** When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) days of the student's third unexcused absence. The notice shall:
1. Be in the mode of and language of communication preferred by the person in parental relation.
 2. Include a description of the consequences if the student becomes habitually truant.
 3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
 4. The notice may include the offer of a School Attendance Improvement Conference.

5. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.
- b. School Attendance Improvement Conference:** District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. The following individuals shall be invited to the School Attendance Improvement Conference:
1. The student
 2. The student's person in parental relation
 3. Other individuals identified by the person in parental relation who may be a resource
 4. Appropriate school personnel
 5. Recommended service providers

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

- c. Student is Habitually Truant**
- When a student **under fifteen (15) years of age** is habitually truant, district staff:
1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local Children and Youth Agency
 2. May file a citation in the office of the District Magistrate against the person in parental relation who resides in the same household as the student.

When a student **fifteen (15) years of age or older** is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the District Magistrate against the student or the person in parental relation who resides in the same household as the student.
3. District staff may refer a student who is fifteen (15) years of age or older to the local Children and Youth Agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local Children and Youth Agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

- d. **Filing a Citation:** A citation shall be filed in the office of the District Magistrate whose jurisdiction includes the school in which the student is or should be enrolled. Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against the student or person in parental relation in accordance with the specific provisions of the law.
- e. **Special Needs and Accommodations:** If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with the applicable law, regulations, and Board policy. For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.
- f. **Home Access Center:** Parents are encouraged to use *Home Access Center*, which offers a secure web-based opportunity to track their child's **attendance** and academic performance, including marking period grades and interim grades. Questions about Home Access Center may be directed to Mrs. Melissa Lynn at lynnm1@parklandsd.org.
- g. **Physician's Excuse Requirement:** After a number of days of absence from school in any one school term which is judged by the administrator in charge to be excessive, a Physician's

Certificate of Illness (Doctor's Excuse) may be required for any or all future absences. Any absence not so certified by a Physician's Certificate of Illness may be declared unexcused and/or illegal and all the penalties of this Code made effective.

h. Student Leave of Absence Permits: From time to time, circumstances may occur which require that a student be excused for a portion of a school day, a full day or multiple days. *Student Leave of Absence Permits* are issued to cover such instances, **subject to the approval of an Administrator**, and do count as excused absences from school. Emails will not be accepted in place of the *Student Leave of Absence Permit Form*. Families are encouraged to arrange medical, dental and other appointments outside school hours (after 2:53 p.m. or on school holidays). **ANY** dismissal before 2:53 p.m. must be requested with a **Student Leave of Absence Permit**, available in the Attendance Office. When completed, this permit must be brought to the attendance office before the start of the school day and must:

1. Be dated and specify the student's departure time.
2. Give a valid reason for the dismissal.
3. Be signed by the parent/guardian and include a phone number where the parent/guardian can be reached.
4. Include permission allowing the student to drive.

If **ALL** the criteria are complete, the permit will be signed by the attendance office, and the student will be approved to leave school at the time requested. When a fraction of a day is involved, the student must sign out in the Attendance Office prior to leaving the building and present his/her copy of the permit. Parents/guardians requesting an early dismissal **without** a permit should sign the student out of school in the attendance office and **must** be listed on the student's guardian information. **Students must present documentation of the appointment upon returning to school.** Failure to follow this procedure may result in the student being denied to leave the building and is subject to being marked unexcused. **Students leaving school property without permission will receive disciplinary action.**

Students may be granted **Student Leave of Absence Permits** for the following reasons:

1. Court appearances
2. Funerals
3. Religious
4. College visitations: students wishing to visit a college or other post-secondary educational institution must include

the name of the school and date of the visitation on the permit.

5. Graduation ceremony for immediate family
6. Dental and doctor appointments: Students and parents/guardians are discouraged from scheduling these appointments during school hours
7. Non-PHS activity (tournaments, recitals, etc.)
8. Vacation
9. Personal reasons are at the discretion of the Administration

If it is necessary to schedule an appointment during school hours, the student MUST present the medical appointment card, verification of college visit or court order to the Attendance Office within three (3) days. Failure to do so will result in the absence being unexcused.

i. Travel

Students must be in regular attendance to benefit from the educational programs/services offered by the District. A student may be excused if the travel is of an educational nature. All trips are subject to the approval of an administrator. A **Student Leave of Absence Permit** for approval of travel must be submitted to Attendance. This form is available at the Attendance desk. Educational trips will count as excused absences from school. Work may be assigned for the student to complete during the absence from school. The parent or student is responsible to contact teachers for all assignments. Work assigned and/or covered during a student's absence must be completed within a reasonable period of time not to exceed two (2) days for each day of absence. Additional time to complete the work may be allotted at the discretion of the classroom teacher.

Failure to properly comply with the above procedures will result in absence(s) being unexcused. When travel exceeds ten (10) days, the Pennsylvania Department of Education mandates that student be removed from the rolls. Upon return to school student must report to the Registrar to re-activate the schedule.

2.0 Student Expression

The Parkland Board respects the rights of students to express themselves in word or symbol and to distribute materials as part of that expression. The Parkland Board also recognizes that exercise of that right must be limited by the school district's responsibility to maintain

an orderly school environment and to protect the rights of all members of the school community.

The School Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. This includes the distribution and posting of materials that are not part of school district-sponsored activities or programs. Having a faculty advisor for the student activity or program does not constitute that the activity is school district sponsored. The School Board reserves the right to halt the distribution of unprotected materials. It is the responsibility of each building principal to provide an atmosphere in which students can exercise their right of freedom of expression via bulletin boards, assemblies, publications and personal paraphernalia. To protect individuals from obscene and non-school commercial influences, the principal must first endorse the utilization of any of the avenues of the communications media. All such materials must be pre-approved by an administrator.

No form of student expression shall:

1. Libel any specific person or persons.
2. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Use obscene, lewd, vulgar, or profane language- whether verbal, written, or symbolic.
4. Incite violence, advocate the use of force, or encourage the violation of law, district policy or school regulations.
5. Materially and substantially interfere with the educational process, including school activities, school work, or discipline or the work or good order of the schools on school district property or at school district events, functions or activities on or off school district property.
6. Materially and substantially threaten serious harm to the school community.
7. Materially and substantially encourage unlawful activity
8. Interfere with the rights of others.
9. Violate written school district administrative regulations or procedures on time, place, and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression, which is otherwise protected speech, is not prohibited by this section.

The School Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The School Board reserves the right to discipline students for engaging in unprotected expression.

Students who wish to distribute or post non-school materials on school property shall submit the request seven (7) calendar days in advance of planned distribution or posting to an assistant principal for review and approval in accordance with School Board policy.

Parkland High School provides bulletin boards throughout the building where students can post approved school materials. In the case of non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions outlined above.

Disciplinary action may be determined by the administrators for students who distribute or post non-school materials in violation of this policy and school district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary consequences will be in accordance with the PHS Student Code of Conduct.

The review for unprotected expression shall be reasonable and not calculated to delay distribution. Appeal of the reviewer's decision may be made to the building principal,

Assistant Superintendent, or Superintendent. For more information, please refer to Parkland School Board Policy 220, available on the PSD website.

3.0 Flag Salute and Pledge of Allegiance

The Parkland School District begins each day with the *Pledge of Allegiance to the flag* by every student and staff member. A moment of silence shall accompany the *Pledge* each morning. Students may decline to recite the *Pledge* and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose not to participate shall respect the rights of others who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

4.0 Student Responsibilities

The normal responsibilities for a student at Parkland High School include regular school attendance, attendance in all assigned classes, conscientious effort in class work, and conformance to school rules/regulations. Most of all, students, along with administration and faculty, share the responsibility of developing a climate within the school, which is conducive to wholesome learning and living. No student has the right to interfere with the education of another student. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others involved in the educational process. Students must express their own ideas and opinions in a respectful manner. It shall be the responsibility of all students to conform to the following:

1. Be aware of all policies, rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption of the educational process.
4. Assist the school staff in operating a safe school for all students enrolled.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Make up work when legally absent from school.

9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

Deliberate and/or repeated disregard for or violation of any of these student responsibilities may be cause for a student to be excluded from school in accordance with provisions of the Code for Student Conduct and Board policy.

5.0 Electronic Devices/Parkland Ready 21

Students may not possess laser pointers on school grounds, buses and other vehicles provided by the district, and at school sponsored activities. The principal may approve, in advance, the presence of a cell phone for a student who is a member of a volunteer fire company, ambulance or rescue squad. Unauthorized possession of electronic devices will result in the confiscation of the item by school personnel, and disciplinary action will result. Confiscated items may be picked up in the Main Office by parents/guardians. The school is not responsible for lost or stolen electronic devices.

Parkland Ready 21, our Personalized Learning initiative, provides each student with an individually assigned Chromebook.

1. Although Chromebooks are personally assigned to students, they remain the property of Parkland School District, no different than a textbook.
2. Students are expected to come to school with a fully charged device every day.
3. Students should use reasonable care not to cause intentional damage or deface the Chromebook or its accessories.
4. No permanent decals are to be applied.
5. The websites that can be accessed through the Chromebook are filtered both on and off the school network. The acceptable use policy applies both on and off school properties.

Further guidance and answers to frequently asked questions are available on the Parkland Ready 21 website: www.parklandsd.org/pr21.

Lost/Negligence/Abuse Protocol

For all Chromebook issues students should submit a support ticket to initiate the replacement or repair process.

1. 1st issue - The technology department will repair if possible or issue a replacement; Parkland has the right to replace with a device with an older model that may not have all the features of the

original device; screen damage may be resolved by using a screen protector, but touch capability may be impacted.

2. 2nd issue - Parents will be billed for a replacement Chromebook (older model) at a cost of \$150; students will be provided a loaner until the cost is paid but will not be able to take the device home.
3. 3rd issue - Parents will be required to purchase insurance to cover future damages.

Incidents will be documented and may result in disciplinary consequences.

Students who lose an issued Chromebook charger, earbuds, or stylus may purchase replacements from the school store. We highly recommend purchasing replacement chargers via the school store to ensure compatibility. These items are provided at discounted educational pricing from our vendor.

Students should always follow the guidance of their teacher with respect to appropriate use of the device. Teachers work to strike a balance in the use of technology to enrich instruction. When students are asked to put devices away, they are expected to comply with that directive. Students who are off task and may be using their Chromebook for something other than what the teacher deems appropriate may be subject to disciplinary action proportional to the offense.

6.0 Student Dress and Appearance

The matter of student dress and appearance is primarily the responsibility of students and their parents. However, good dress and grooming is a positive factor in creating an educational atmosphere conducive to serious academic study. However, some styles can lead to negative personal impressions and a distraction from the educational process. Among the articles of dress **not permitted** at Parkland High School are the following:

- Tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, tank tops, muscle shirts or other shirts with narrow shoulder straps, midriff shirts which expose the midsection unless covered by another article of clothing, and see-through clothing.
- Dresses, skirts and shorts, which are inappropriate in length. Appropriate is defined as covering approximately three quarters of the thigh.
- Articles of clothing or accessories imprinted with messages pertaining to drugs or alcohol, e.g. any advertisement for any alcohol product or establishment which deals with alcohol; gun

or weapon-related apparel; clothing or accessories that may be gang related; vulgar, obscene or profane pictures or sayings; double-meaning slogans; clothing which has been torn, ripped or cut in any way that bares the anatomy or makes the clothing overly suggestive or revealing; and wearing articles of clothing in which undergarments are deliberately exposed to view.

- All hats, caps, bandannas, do-rags, headbands and all other headgear may not be worn once the student has entered the school building. Such items shall be placed in the student's locker until the end of the day.
- As in any public building, shoes must be worn at all times.

If there is a concern regarding the dress or appearance of a student, the teacher may instruct student to alter that appearance, and if warranted, the student may be referred to an administrator. If the administrator determines the dress or appearance is inappropriate, the problem will be discussed with the student and a parent will be notified to bring a change of clothing to school. Failure to comply with the above will result in disciplinary action at the discretion of an administrator.

7.0 Cutting Class

Students who cut classes without proper excusal will receive a zero for all work missed, will not be permitted to make up work missed in that class and will be subject to the following penalties:

- First Offense:** One Saturday Detention.
- Second & Third Offense:** One in-school suspension (1 ISS). After third offense, student will lose early dismissal or late arrival privilege for the semester.
- Fourth & Fifth Offense:** Two in-school suspensions (2 ISS). After fifth offense, student will lose early dismissal or late arrival privilege for the year.
- Sixth & Seventh Offense:** Three in-school suspensions (3 ISS). After sixth offense, student will lose driving privilege for the semester. After seventh offense, student will lose driving privilege for the year.
- Eighth Offense and Subsequent Offenses:** Three to ten day out of school suspension (3-10 OSS). The duration of the suspension will be at the discretion of the administration, decided upon at an informal hearing. **Pre-denial of credit warning letter will be distributed to student and person in parental relation at informal hearing.** The length of exclusion for all three to ten day out of school suspensions are determined by the administrator in charge of the informal hearing. It is the student's person in parental relation responsibility to be available for this hearing within three

days of when the out of school suspension is issued by the administrator.

- f. **Ten or More Unexcused Class Periods:** May result in student being denied credit for the course/class.

Note: Study halls and lunch are assigned class periods. Students who do not report to these classes are subject to the penalties listed above.

8.0 Leaving the Building without Permission

Students who leave school at any time without administrative permission will receive a zero for all work missed, will not be permitted to make up work missed in that class and will be subject to the following penalties:

- a. **First Offense:** One day exclusion from school (ISS).
- b. **Second Offense:** Three day exclusion from school (ISS) and no driving privileges for the semester.
- c. **Third Offense:** Three to ten day exclusion from school (3-10 OSS) and no driving privileges for the year.
- d. **Fourth Offense and Subsequent Offenses:** Three to ten day exclusion from school (3-10 day OSS).

The length of exclusion for all three to ten day out of school suspensions are determined by the administrator in charge of the informal hearing. It is the student's person in parental relation responsibility to be available for this hearing within three days of when the out of school suspension is issued by the administrator.

These policies apply to all assignment areas, including homeroom, study halls, library, cafeteria (lunch), etc. where a student may be required to be present.

9.0 Late-Pass System (Late to Class Procedures)

- a. Students arriving late to an assigned class or area without an admission slip are considered late.
- b. Students who claim valid reasons for being late may request a late slip to be signed by the staff member responsible for the student's tardiness.
- c. Late slips co-signed as indicated above may be turned in to the appropriate assistant principal to negate the late slip.
- d. Such co-signed late slips must be presented **within one school day of their issue.**

9.1 Late-Pass System (Late to School Procedures)

- a. Students arriving late to school will receive late slips as noted

above (9.0 a) unless they present a parent-signed excusal note claiming illness or appointment. Excessive tardiness may result in student being required to provide medical documentation.

- b. Habitual tardiness to school may result in an accumulation of tardy time, eventually resulting in an unexcused/illegal absence when a full school day is reached.
- c. Students arriving after 10:30 am, with or without a legitimate excuse, will be denied participation in co-curricular activities for that school day.

9.2 Violations of Late-Pass System

- a. Students accumulating three (3) unexcused late slips, tardy slips or a combination of either (late to class and/or school) in one semester will be assigned one (1) after-school detention.
- b. **Fourth Offense:** Two after-school detentions
- c. **Fifth Offense:** One Saturday Detention
- d. **Sixth Offense:** Two Saturday Detentions
- e. **Seventh Offense:** One day exclusion from school (ISS)
- f. **Eighth Offense:** Two day exclusion from school (2 ISS)
- g. **Ninth Offense:** Three day exclusion from school (3 ISS)
- h. **Tenth Offense and Subsequent Offenses:** Three to ten days of exclusion from school (3-10 day OSS). The length of exclusion for all three to ten day out of school suspensions are determined by the administrator in charge of the informal hearing. It is the student's person in parental relation responsibility to be available for this hearing within three days of when the out of school suspension is issued by the administrator.
- i. **Late Arrivals to School (after 8:30 am):** Will result in an after school detention for the first and second offense. The third and subsequent offenses will be the same as a-h above.

10.0 I.D. Policy

All students at Parkland High School are required to carry a valid school ID card that can be readily presented upon request by school personnel during the school day. A school ID card will be provided to each student at the start of the school year, but a fee of \$5.00 will be charged to re-issue lost cards. School IDs are used for admittance to the library and for various school-sponsored events, such as dances.

10.1 Violations of the I.D. Policy (per semester) Students will receive warnings for violations of the I.D. policy. Repeated offenses will result in after school detentions being assigned at the discretion of the administration.

11.0 School Bus Rules

The safety of students while riding the school bus is a responsibility that must be shared by all students. Students must obey all rules and regulations. The bus driver is in charge of the bus and the students riding it. It is the responsibility of the students to obey the driver. The regulations that follow apply to anyone being transported by the Parkland School District during normal school hours, after-school activity runs and co-curricular trips.

Violation of any of the regulations may result in the withdrawal of transportation privileges for a period of time and/or other disciplinary action to be determined by the seriousness or frequency of the offense. School authorities reserve the right to assign students to specific seats on the bus when deemed necessary. Withdrawal of transportation privileges does not relieve the parent or the student of their responsibilities insofar as school attendance applies. Absence from school due to withdrawal of transportation privileges is not an excused absence. All persons being transported by the Parkland School District shall not:

- a. Smoke, vape, eat or drink on the bus
- b. Engage in scuffling, fighting or other unwarranted behavior
- c. Use profane, foul or indecent language
- d. Use the emergency exit unless directed to do so by the driver
- e. Tamper with the bus or any of its equipment
- f. Regulate windows unless permitted to do so by the driver
- g. Extend any part or their bodies out of the window
- h. Throw any object(s) on the bus or out of the window
- i. Litter the floor of the bus or the seats
- j. Stand, walk, change seats while the bus is in motion
- k. Place any articles in aisles or in front of the emergency exit
- l. Carry or use any potentially dangerous objects including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.
- m. Transport any animal
- n. Board or debark at any but their own designated bus stop unless given written permission by a school official
- o. Behave in any manner which would endanger the health, safety or welfare of other students or the driver by distracting the driver from his/her responsibility to operate the bus in a safe manner.

In the event of serious or repeated violations of bus regulations, the Parkland School District reserves the right to file a summary offense, misdemeanor or felony complaint with the local authorities.

12.0 Use of Motor Vehicles

The Parkland School District regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by the parents and students. The operation of model planes, motorcycles, mini-bikes, karts, snowmobiles, or any other licensed vehicles are prohibited on any Parkland School District property.

Students are encouraged to use bus transportation provided by the school district. Parkland High School students may acquire a permit for parking in the school's student lots. **Students must register their vehicles and obtain a parking permit in the Main Office.** Parking permits will be issued to students at a cost of \$20.00 for the entire school term. Revenue generated from parking permits will benefit the Parkland High School Post Prom Committee.

Students driving to school are not excused for lateness due to traffic or car problems; late policy will be followed, and appropriate disciplinary action will be taken.

Students should be aware that the parking lot is public property that is under the control of the school. Parking permits must be prominently displayed on the registered vehicle. Students shall not transport or store contraband of any kind or use the parking lot in any way that will violate school district code of student conduct or criminal law. Reckless use of a vehicle on school property shall lead to removal of parking privileges on school property and possible traffic citations. Parking in non-student areas will lead to in-school suspension and/or removal of parking privileges and the possibility of fines. Any activity in violation of the school policy involving use of the vehicle shall lead to revoking parking privileges, based on administrative discretion.

Students are responsible for all contents in their vehicle while on school property.

13.0 Tobacco Use

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; "smokeless" cigarettes, vapes or vape cartridges, or E-smoking devices. Students are prohibited from possessing and using tobacco at any time in school buildings, and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. Students are also prohibited from tobacco use and possession at school-sponsored activities that are held off property. The administration shall initiate with the district justice

prosecution of a student who violates this policy. Furthermore, students violating this policy will also be subject to the following consequences:

- a. **First Offense:** One-day exclusion (1 ISS) and referral to a District Magistrate
- b. **Second Offense:** Three-day exclusion (3 ISS) and referral to a District Magistrate
- c. **Third Offense and Subsequent Offenses:** Further exclusions (3-10 OSS), the duration of which will be based on administrative discretion and referral to a District Magistrate.

A student convicted of possessing or using tobacco in a school building, on a school bus or on school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.

14.0 Possession, Use or Distribution of Alcohol, Drugs, Narcotics, Marijuana, other Drug-Related Paraphernalia, including look-alike substances or other Dangerous or Controlled Substances

A student who possesses, synthesizes, uses (under the influence) and or/distributes any of the above-named substances will be subject to the provisions of the Parkland School District Drug/Alcohol Abuse Policy. This policy also defines distribution as delivering, selling, passing, sharing or giving any alcohol, drug, counterfeit substance, anabolic steroid, or mood-altering substance as defined by this policy, from one person to another. When penalties are to be imposed, they may be as follows:

1. An informal hearing with building principal or designee which will result in a 3-10 day suspension from school.
2. An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
3. Referral to the Student Assistance Program (SAP) for evaluation.
4. Referral to the proper law-enforcement authority.

15.0 Weapons

The Parkland School District recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon

- The term shall include, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device and/or any other tool,

instrument or implement that is not a firearm, which impels a pellet of any kind with a force that can reasonably be expected to cause bodily harm or any instrument that is capable of inflicting serious bodily injury.

Possession

- A student in possession of a weapon when the weapon is found on the person of the student; in the student's locker or car; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from school; or while the student is coming to or from school.

Parkland High School prohibits students from possessing and bringing weapons and replicas of weapons at any time in any school district building, on school property, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

16.0 Vandalism of School Property or the Property of Others

A student who damages the property of the Parkland School District, school personnel or other persons authorized to be on school property may be penalized as follows:

1. Exclusion from school for a period of time to be based on the discretion of the administration
2. Required to make full and complete restitution for all damages
3. Referral to the proper law-enforcement authorities
4. Upon the recommendation of the Superintendent of Schools, the student may be required to attend a formal hearing before the Parkland Board of Review Committee. The committee will determine any disciplinary action the Parkland Board of School Directors will take with regard to further suspension or possible expulsion.

Care of School Property

Students are responsible for the proper care of school property, school supplies and equipment entrusted to the student's use. Students who willfully cause damage to school property shall be subject to the above disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished by law. Parents and guardians shall be held accountable for student actions. Parkland School District shall not be responsible for any personal property brought to school by students.

17.0 Assault of a Parkland Student or Employee

A student who assaults another student or an employee of the Parkland School District while under the jurisdiction of the District may be penalized as follows:

1. An informal hearing with building principal or designee which will result in a 3-10 day suspension from school.
2. An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
3. Referral to the proper law-enforcement authority.

18.0 Unlawful Harassment/Bullying

All Parkland High School students have the right to be educated in an environment free of discriminatory practices, including unlawful harassment. The Parkland School District is committed to establishing and maintaining an educational environment free from unwelcome sexual conduct, either verbal or physical, for all students. This policy applies to third parties.

The term harassment includes but is not limited to bullying, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: substantial interference with a student's education; creation of a threatening environment and/or substantial disruption of the orderly operation of the school. Bullying includes cyberbullying.

Parkland School District prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the school. Any student who has been harassed should promptly report such incidents to the designated employees. Complaints of harassment will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. In addition, the Parkland School District will take steps to prevent

recurrence of any harassment and to correct its effects on the grievant and other, if appropriate.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual: jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating hostile or offensive learning or working environment.

19.0 Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the School Board.

Endangering the physical health shall include but is not limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Parkland High School does not condone any form of initiation or harassment, known as hazing, as part of any school- sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. Further, no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. All complaints will be investigated and the appropriate discipline will be administered to any individual who violates this policy. Students who have been subjected to hazing are encouraged to promptly report such incidents to the principal.

20.0 Terroristic Threats/Acts

The Parkland School District recognizes that terroristic threats and acts by students present a threat to the health, safety and welfare of the students, staff and community. As a result, there will be an immediate and effective response to a situation involving such a threat or act. When penalties are to be imposed, they may be as follows:

1. An informal hearing with building principal or designee which will result in a 3-10 day suspension from school.
2. An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
3. Referral to the Student Assistance Program (SAP) for evaluation.
4. Referral to the proper law-enforcement authority.

Definitions

Terroristic Threat

- Shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act

- Shall mean an offense against property or involving danger to another person.

The Parkland School Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. If an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied: 1) immediate exclusion from school; 2) report the incident to the Superintendent; 3) based on a further investigation, the Superintendent may report the student to law enforcement officials; 3) the principal may inform any person directly referenced or affected by a

terroristic threat; 4) the Superintendent may recommend expulsion of the student to the Board.

21.0 Fighting

Both parties involved in fighting on Parkland School District property during school hours or during school activities may be excluded based on administrative discretion. In the event other disciplinary measures are deemed more appropriate, the implementation of any of the measures listed in Section 26.0 of this Code is left to administrative discretion and could include a referral to an outside agency. When penalties are to be imposed, they may be as follows:

1. An informal hearing with building principal or designee which will result in a 3-10 day suspension from school.
2. An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
3. Referral to the Student Assistance Program (SAP) for evaluation.
4. Referral to the proper law-enforcement authority.

22.0 Insubordination

The Merriam-Webster Dictionary defines insubordination as follows: “not obeying authority, refusing to follow direction(s)” (Merriam-Webster, 2018). A student, who is adjudged to be insubordinate to a Parkland School District employee during the performance of his/her regular duties, may be excluded based upon administrative discretion.

23.0 Abusive Language

A student, who uses abusive, foul or otherwise offensive language while under the jurisdiction of the Parkland School District, may be excluded based upon administrative discretion.

24.0 Failure to Attend Assigned After School Detention(s) or Removal from Room

All students who are assigned after-school detention (3:00 pm – 4:20 pm) for violations of this Code will attend on the day(s) assigned unless excused by the administrator in charge. Failure to do so will mean:

1. **First Offense:** One Saturday detention
2. **Second Offense:** Two Saturday detentions
3. **Third Offense:** One day exclusion from school (ISS)
4. **Fourth Offense:** Two days exclusion from school (2 ISS)
5. **Fifth Offense and Subsequent Offenses:** Three to ten days of exclusion from school (3-10 OSS). The length of exclusion for all three to ten day out of school suspensions are determined by the administrator in charge of the informal hearing. It is the student’s person in parental responsibility to be available for this hearing

within three days of when the out of school suspension is issued by the administrator.

24.1 Failure to Attend Assigned Saturday Detention(s) or Removal from Room

Saturday detentions will be held in the PHS Library on select Saturdays from September to June from 8:00 to 11:00 am.

1. **First Offense:** Two Saturday detentions
2. **Second Offense:** One day exclusion from school (ISS)
3. **Third Offense:** Three days exclusion from school (3 ISS)
4. **Fourth Offense and Subsequent Offenses:** Three to ten day exclusion from school (3-10 OSS) and no driving and late arrival/early dismissal privileges. The length of exclusion for all three to ten day out of school suspensions are determined by the administrator in charge of the informal hearing. It is the student's person in parental relation responsibility to be available for this hearing within three days of when the out of school suspension is issued by the administrator.

25.0 Additional Infractions

Any infraction(s) committed by a student while under the jurisdiction of the Parkland School District and not listed in these guidelines but adjudged to be detrimental to maintaining good order in the district, or to the health, safety or welfare of its students and/or staff will be dealt with at the discretion of the administration.

The Parkland School District recognizes the importance and responsibility of providing an environment safe from threatening and violent behavior. To this end, any student who makes threats orally, electronically, or in writing against any other member of the school community will be excluded from school for a minimum of three (3) to ten (10) days and may be required to undergo psychological or psychiatric evaluation and provide such clearance prior to being permitted to return to school.

26.0 Supplementary Discretionary Discipline

Unless otherwise indicated, all of the above infractions may be dealt with through disciplinary measures that supplement actions already prescribed. This supplementary action may include any or all of these:

1. Detention after school
2. Saturday detentions
3. Exclusion overnight
4. Exclusion in school (ISS)
5. Exclusion from school (OSS)

6. Other disciplinary actions, which may be warranted

After the accumulation of twenty (20) days of exclusion from school, a student may be referred to the Superintendent for a review of the case, possibly leading to suspension or expulsion.

27.0 In-School Suspension (Exclusion)

The Parkland School District reserves the right to use in-school suspension as a means of discipline in accordance with Section 12.7 of the Regulations of the State Board of Education, Chapter 12. Students who are suspended in-school are prohibited from participating in all school activities, during or after school hours during the suspension period.

The in-school suspension program is a disciplinary alternative designed to correct inappropriate behavior. All one-day exclusions set forth in the preceding Code of Student Conduct will be designated as in-school suspensions for one day.

Other behavior deemed inappropriate by the administration may also result in in-school suspension. Administrative discretion may be used in deeming any out-of-school exclusion as an in-school suspension.

28.0 Exclusion Offenses

The following offenses are those which, when committed by a student of the Parkland School District, may lead to exclusion:

1. Repeated class cutting
2. Vandalism of school or personal property
3. Violation of any public law, e.g. theft, false alarms, etc.
4. Smoking or vaping on school district property
5. Possession, use or distribution of alcohol, narcotics, marijuana, drugs or any other dangerous or controlled substances or lookalikes, firearms, weapons, fireworks, explosives, incendiary devices, etc.
6. Assault of a Parkland student or employee
7. Disruption of the school program by fighting, insubordination, abusive language, etc.
8. Failure to attend assigned detention(s) or suspensions
9. Commission of any act which would endanger the health, safety or welfare of students or other school personnel
10. Deliberate and/or repeated disregard for and/or violation of the Responsibilities of Students as stated in Section 4.0. Excluded students are not permitted on school property or at school-sponsored events or activities during the exclusion.

29.0 Searches

Lockers remain the property of the school district. As such, students shall have no expectation of privacy in their lockers, and lockers are subject to random searches.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

School authorities may inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the student or the school population.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

30.0 Confidential Communications

The Parkland School District will adhere to the guidelines of the Regulations of the State Board of Education, Chapter 12, Section 12.12 in regard to confidential communications between students and school personnel. Let it be known that in cases where the health, safety or welfare of the student or other persons is clearly in jeopardy, information received in confidence from a student must be revealed to the principal, other appropriate authorities and the student's parents/guardians.

31.0 Co-Curricular Activities Participation

The Parkland School District reserves the right to deny co-curricular activity participation to any student under the circumstances and conditions outlined below:

1. Upon a fair and reasonable evaluation of a student's attitude, behavior, willingness to participate, cooperation and attendance, the coach/adviser of an activity may deny a student participation in that activity.

2. As a result of serious or repeated infraction(s) or violation(s) of school rules, an administrator may deny a student participation in an activity.
3. Students are not permitted to participate in co-curricular activities while excluded from school.
4. A student who is absent from school may not participate in a co-curricular activity on that date unless the building administrator in charge has granted prior approval.

31.1 Field Trips

Parkland High School sponsors and schedules various educational field trips throughout the year. These trips enrich the curriculum and are a privilege offered to students. The administration reserves the right to deny a student the privilege of attending a field trip if any of the following occur: excessive absenteeism, academic deficiency and/or unsatisfactory school conduct that includes, but is not limited to, repeated offenses and/or suspension.

32.0 Cooperation with Local Law-Enforcement Agencies

The Parkland School District recognizes the need for complete and mutual understanding between itself and the agencies responsible for enforcing the laws of the Commonwealth and the municipalities in which our schools are located. With this in mind, the District will cooperate fully with the local police departments in matters of violations or alleged violations of the law as covered by the Juvenile Act of Pennsylvania.

33.0 Theft/Larceny

The taking of property belonging to the school district or employees, students, representatives or visitors of the school district without permission will result in an exclusion from school. In addition to the school penalty imposed, the student will be liable for restitution and may be referred to the proper law enforcement authority.

34.0 Gangs

The School Board prohibits gang activity on school property, at any school-sponsored activity or during the time the student is traveling to or from school. The presence of gang activity threatens the safety of the school environment.

A gang shall be defined as three or more individuals with a common interest, bond or activity which are associated with criminal activities or whose purpose includes the commission of illegal acts, and who refer to themselves by a group name or designation. This definition shall also

include what is commonly known as a hate group. The following are deemed closely related to gang activity and are prohibited:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoos or manner of grooming, or other item which indicates or implies membership in, or affiliation with, any gang and/or is representative of any gang.
- Use of any speech, either verbal or nonverbal (gestures, handshakes, etc.), which indicates or implies membership in or affiliation with any gang, and/or is representative of any gang.
- Use of any speech, or committing any act in the interests of any gang or gang activity including, but not limited to: soliciting others for membership in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening, hazing, or harassing any person; committing any illegal act or violation of school district policies; inciting another person to act with physical violence upon any other person or to cause damage to property; painting, writing or otherwise inscribing gang-related graffiti, messages, insignias or signs on school property.

Administration shall report all incidents consistent with procedural guidelines as included in the Student Code of Conduct.

STUDENT CONDUCT ON BUSES

Considering that a bus is an extension of the classroom, the district requires students to conduct themselves on school buses in accordance with the Code of Student Conduct established for student behavior in schools and on district property.

While the law requires the district to provide student transportation, it does not relieve the parents/guardians of students from the responsibility of supervision until the time the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

The driver has authority over and responsibility for all students on the bus from the point of pick up to the point of discharge, and students are responsible to adhere to his/her directions and instructions.

To assist with the maintenance of discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.

The building principal will determine and administer disciplinary action; alert staff in cases of a bus delay, emergency or accident; and advise the Transportation Supervisor of delayed arrivals.

Students will be informed annually regarding the authority of the bus driver and the rules for student conduct on buses.

Rules for Student Conduct

In addition to the established Code of Student Conduct, the rules for student conduct on school buses require that students will:

- Obey and cooperate with the driver.
- Observe rules of good citizenship and respect private property while waiting for the bus at the designated stop.
- Be on time at the designated bus stop and wait until the bus comes to a complete stop before attempting to enter.
- Be courteous to fellow students and the driver.
- Remain seated while the bus is in motion.
- Talk in normal inside voices and not talk to or disturb the driver.
- Keep head and hands inside the bus at all times.
- Be responsible for any damage to the bus.
- Not litter the bus nor throw anything out the windows.
- Not engage in horseplay on or around the bus.
- Not eat, drink, smoke or use profanity.
- Not leave books, lunches or personal property on the bus.
- Not bring sharp or blunt instruments not in a proper container on the bus.
- Not put items in the aisle, including back packs, instruments, athletic gear, etc.
- Cross in front of bus on departure after the bus has stopped completely and driver has signaled students.

VIDEO RECORDING ON DISTRICT BUSES

Purpose

This policy authorizes the use of video and audio recording devices (herein sometimes called “cameras” or “recordings”) on school district buses and vehicles for discipline and security purposes. The school district’s use of cameras for recording audio and video shall be consistent with federal and state law.

Definitions

Official School District Purpose

- Means the safety and security of all persons on school district property, the protection of school district property, the

detection or deterrence of criminal offenses on school district property, the monitoring of inappropriate conduct of students or staff for disciplinary purposes, the enforcement of school district policy, rules and procedures, and the protection against inappropriate conduct by others on school district property.

School Bus

- Means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of elementary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

School Vehicle

- Means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of elementary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

Authority

The Pennsylvania School Code and the Pennsylvania Department of Education regulations grant school boards authority to adopt and enforce reasonable rules and regulations as the Board may deem necessary and proper regarding the management of its school affairs and the conduct and deportment of all employees and pupils attending the district schools including the time necessarily spent in coming to and returning from school. The Wiretap and Electronic Surveillance Act – 18. Pa. C.S.A. Sec. 5704 authorizes the interception of oral communications for disciplinary or security purposes on a school bus or school vehicle, as those terms are defined in 75 Pa. C.S.A. Sec. 102 (relating to definitions), if certain conditions set forth in the Act are met.

INTERSCHOLASTIC ATHLETICS

The Board of School Directors has complete responsibility for all athletic activities. It determines schedules, eligibility, financing, awards and any other items directly or indirectly connected to athletics and athletic team participation. In order for a student to participate in the interscholastic athletic program at Parkland, both the student and the parents/guardians must read and sign the *Parkland Athletic Training*

Code. This signed code of conduct agreement must be returned to the coach prior to the opening day of the season. A separate agreement form will be issued and must be signed for each sport in which a student chooses to participate.

Athletes must be aware that they will be held responsible for adhering to the standards set forth in the Code and any other rules and regulations distributed by an individual coach to govern a specific team.

INTRAMURAL ATHLETICS

There are many students who, for various reasons, do not participate in the interscholastic sports program and yet wish for the chance to take part in competitive athletics. Parkland's program of intramural sports should satisfy this desire, for it is open to all. The sports offered are scheduled on a seasonal basis. At various times during the school year, announcements are made about current offerings. Students should listen for announcements and sign up when notified.

POLICY ON SPORTSMANSHIP

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Furthermore, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the EPC as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. The EPC and its member schools reserve the right to eject any spectator whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

Student Participants:

- Treat opponents with respect; shake hands prior to and after contests as dictated by the sport protocol.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing the school and community.

Spirit Groups:

- Lead desired crowd response using only positive cheers, signs and praise without demeaning or antagonizing opponents.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.

Parents/Students and Other Fans:

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by the officials.
- Be a role model by supporting teams in a positive manner, including the content of cheers.
- Respect other fans, coaches and participants. Be a fan, not a fanatic.

ATHLETIC AWARDS

Preliminary qualifications for awards are as follows:

- An athlete must satisfy in full the requirements in any interscholastic sport at Parkland to become eligible for an athletic award.
- The first award shall be an eight-inch block “P” with the proper metal insert. Additional metal inserts shall be awarded as varsity awards in subsequent sports. Only one block “P” will be awarded to each athlete.
- Varsity blankets will be awarded in the senior year to those athletes who have:
 - Won three or more varsity awards in one sport
 - Won four or more varsity awards in any two sports
 - Won five or more varsity awards in three or more sports.
- Varsity foil certificates will be awarded to all seniors who have won varsity awards throughout their high school careers.

Participation Requirements for Varsity Athletes

Basketball: An athlete must participate in 1/2 of the quarters of all scheduled games.

Baseball: An athlete must participate in 1/2 of all scheduled games. Pitchers must pitch a complete game or 10 innings throughout the season.

Cross-country: An athlete must score in 2/3 of the scheduled meets.

Field Hockey: An athlete must participate in 40% of the halves of scheduled games.

Football: An athlete must participate in 1/2 of the quarters of all scheduled games.

Golf: An athlete must participate in 1/2 of all scheduled matches.

Lacrosse: An athlete must participate in 40% of the halves of scheduled games.

Soccer: An athlete must participate in 40% of the halves of all scheduled games.

Softball: An athlete must participate in 1/2 of all scheduled games. Pitchers must pitch a complete game or 10 innings throughout the season.

Swimming: An athlete must score at least as many points as there are dual meets during the season.

Tennis: An athlete must participate in 1/2 of all scheduled matches.

Track: An athlete must score at least 10 points during the season.

Wrestling: An athlete must participate in 1/2 of all scheduled meets or earn 12 team points.

Volleyball: An athlete must participate in 1/2 of all scheduled matches.

Participation Requirements for Managers/Cheerleaders

Student Managers

- 1st year award: Certificate of merit
- 2nd year award: Block “P” with insert
- 3rd year award: Insert & foil certificate

Any student manager who serves as a varsity manager in two or more sports shall receive a varsity blanket provided the student manager has met the above qualifications in one sport.

Varsity Cheerleaders

- 1st year award: Block “P” with insert
- 2nd year award: Metal insert
- 3rd year award: Insert, certificate, blanket

Special Considerations

Seniors who do not meet the participation requirements may receive a letter or metal insert upon the recommendation of the coach. The coaches determine all awards. Special awards to all team members or individuals shall be presented in the event of league, district or state championships as defined in the *PHS Athletic Department Coaches Handbook*. Junior Varsity athletes will receive certificates of merit.

CONCUSSION MANAGEMENT (ACT 101, 2012)

Parents, students and coaches are required to be educated on the symptoms and management of traumatic head injuries (concussions.) Parents and student requirements are met through the PIAA Comprehensive Initial Pre-Participation Physical Evaluation form. Annual training for coaches is available and is recorded on line.

NATIONAL LETTER OF INTENT SIGNING CEREMONY

To participate in Parkland High School's NLOI ceremony, the student athlete must meet the following criteria:

1. The student athlete must be invited by a four-year college to play a sport.
2. The student athlete must receive a scholarship/grant from a Division I or II College directly connected to participation in a sport.
3. The student athlete must be a member of this scholarship sport for Parkland School District's PIAA sanctioned interscholastic athletic program.

ATHLETIC HALL OF FAME CRITERIA

Awards

Individual Awards

- Each individual inductee will receive a plaque with a 5"X 7" picture mount on it along with a list of accomplishments.
- The school will receive a duplicate of this plaque for display in the Parkland High School Athletic Hall of Fame.
- Each inductee will receive a lifetime athletic pass to Parkland athletic events.

Historically Significant Team Awards

- Identical plaque/photo as individual inductees.
- One plaque only to be displayed in Parkland High School Hall of Fame.

PIAA Team Champions Awards

- Each team that is inducted will have an 11” X 14” framed photo displayed in the Parkland High School Main Gymnasium.

Automatic Induction

Student (Any one of the following):

- Parkland High School students that have lettered in a PIAA Interscholastic sanctioned sport are eligible upon graduation from High school.
- All-American
 - Any first team placement by a national rating service.
- All-State
 - First team only as per Associated Press Statewide Coaches Association or Individual PIAA State Champion.
- Team
 - PIAA State Champion in any sport to include all team members.

Head Coach (Any one of the following):

- Parkland High School coaches that have coached a PIAA Interscholastic sanctioned sport with a minimum of 5 years of service are eligible upon retirement from coaching provided they did not leave coaching the sport for reasons detrimental to the image of the school.
- Coached:
 - All-American
 - By a recognized national rating service.
 - Hall of Fame induction at National, State, or recognized Local Chapter.
 - PIAA State Team Champion.
 - One or more individual State champion during tenure.

By Public Nomination

(Nominations must be in writing to Athletic Director prior to nomination year):

Special Service

- Length of service to the Parkland School District Athletics and/or Athletes (minimum 10 years).
- Quality of service as evaluated by the selection committee.
- Not more than one inductee per year.

Alumni Award

- Athlete who has distinguished himself/herself with an outstanding scholastic (must have been a senior athlete of the year), collegiate, or professional career.
- Quality of career as evaluated by the selection committee.
- Maximum one male and one female inductee per year.

Historically Significant Team

- Any Parkland High School team that holds a historically significant position as determined by the committee:
 - Played minimum of 20 years prior to nomination.
 - Not already recognized in Parkland High School Athletic Hall of Fame.
 - One inductee per year maximum.

Selection Committee Membership

The committee will consist of:

- The Athletic Director (Chairperson)
- The Principal
- One Faculty Representative
- One School Board Member appointed for a two-year term.
- One current Head Coach to be rotated annually between male and female sports
- One community member appointed for a two-year term selected through an application process
- One Alumni/Hall of Fame member

HALL OF FAME QUICK REFERENCE FOR SELECTION GUIDELINES

Automatics

Current Senior Athletes

- Parkland Student and School Sanctioned/PIAA Sport
- First Team All-State, All-American (by recognized selection entity)
- Individual PIAA State Champ
 - PIAA team championship athletes will be recognized with a team picture in gym only, no individual plaques will be awarded

Head Coach

Need minimum 5 years PSD service

- Retire from PHS coaching position
- Coach an All-American, individual PIAA State Champion or PIAA State Championship Team

- Be inducted into the Hall of Fame for their sport at the local, state, or national level

Determined by Committee

Special Service-up to one per year

- 10 years in service to Parkland School District
- Quality of service – did it positively impact program and was it directly related to student athlete achievement at PHS

Alumni Award: Up to one Male and one Female per year

- Must have been Male or Female PHS Athlete of the Year and/or had outstanding collegiate or professional career
- Consider professional, Olympic, and collegiate career (DI, DII, and DIII) in descending order along with awards at each level.
 - DII and DIII athletes should have been PHS Athlete of the year and achieve All-American or NCAA Champion status for consideration.
 - Athletes inducted into their respective college HOF may also be considered

ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS POLICY

This policy is very detailed and is influenced by the latest court rulings. The policy can be found on the school district website. Below you will find an overview of the policy.

The Acceptable Use Policy (AP) is in the process of being revised to allow for increased usage of personal learning devices by students based on teacher discretion and administrative approval. A summary of the key components of the revised AUP can be found at <http://www.parklandsd.org/departments/technology/aup-summary/>

We do emphasize that reading this overview is not a substitute for reading the complete policy. You may access the complete policy at the following web address: http://www.psba.org/districts_policies/p/446/POLPARK815.pdf

SUMMARY of POLICY #815

Parkland School District's *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy* consists of six sections: Purpose, Definitions, Authority, Responsibility, Delegation of Responsibility, and Guidelines.

1. Purpose

The Parkland School District provides employees, students and guests with access to the school district's electronic communication systems and network. Access is provided to users if there is a specific school district-related purpose to access information and research; to collaborate; to facilitate learning and teaching; and to foster the educational purpose and mission of the school district. Incidental personal use of the school computers is permitted for employees as long as such use does not interfere with the employee's job, duties and performance, with system operations, or with other system users. Students may only use the systems for educational purposes. Users may not use their personal computers to access the School District's intranet, Internet, or any other CIS system unless approved by the Director of Information Systems and/or designee, and/or authorized as part of the School District's services for users.

2. Definitions

This section defines many of the terms used in the policy. For example: the term "computer" is broadly used to include various hardware devices, software or other technologies whether district owned or personally owned that is used on school district premises or accessing our network.

3. Authority

Access to the district's information systems is a privilege, not a right. All resources, user accounts, and information are the property of the school district. Users have no privacy expectation in their use of the system. The school district reserves the right to monitor, track, log, and access system use to monitor and allocate space. Parkland School District reserves the right to restrict or deny access to prevent unauthorized, inappropriate or illegal activity, or to refer to legal authorities if such violations deem necessary.

4. Responsibility

Because of the nature of the technology that allows the Internet to operate, Parkland School District cannot completely block access to inappropriate materials. Users must be capable and able to use Parkland's systems and software relevant to their responsibilities and must practice proper etiquette, ethics, and agree to the requirements of this policy.

5. Delegation of Responsibility

The Director of Information Systems and/or designee will serve as the coordinator to oversee the Parkland School District's information

systems including the training, setting up of accounts, approval of activities, etc. Student access to the Parkland School District network shall be supervised by the professional staff. Administrators, teachers, and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources.

6. Guidelines

The Guidelines section is the largest part of the policy and broken down into the following categories:

Access to the systems: User accounts will only be used by the owner of the account for authorized purposes. The AUP and other district policies will govern the use of the information systems. Access to all data on, taken from, or compiled using Parkland School District computers is subject to inspection and discipline.

Parental Notification and Responsibility: Parkland School District will notify parents about the district's information systems and the policies governing their use. Parkland will encourage parents to specify to their children what material is and is not acceptable for their children to access through the school district's system.

School District Limitation of Liability: Parkland School District makes no warranties of any kind. In no event shall the district be liable to the end-user for any damages whether direct, indirect, special or consequential, arising out of the use of the system.

Prohibitions: The use of Parkland School District's systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on school district premises or at PSD events unless expressed permission has been granted by Director of Information Systems/ designee. The student will then be supervised in its use.

General Prohibitions: Includes a long list of prohibitions that deal with user behavior and inappropriate and/or illegal activities.

Access and Security Prohibitions: This list of prohibitions addresses the security of Parkland's network and the security of information on our network.

Operational Prohibitions: Prohibits activities that could disrupt services or equipment on our network.

Content Guidelines: Content published on our systems should not reveal personally identifiable information of students and should not contain, or point to, objectionable material. Published electronic communication must conform to Parkland School District policies.

Due Process: Parkland School District will cooperate with our ISP rules, local, state, and federal officials to the extent legally required in investigations relating to any illegal activities conducted through PSD systems. Due process rights will not be violated.

Search and Seizure: Parkland School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of PSD systems. Further, PSD reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the school district's property or at school district events containing school district programs or student data (including images, files, etc.) to insure compliance with this policy and other school district policies, to protect school district resources, and to obtain information/data that the school district reasonably believes involves criminal activity.

Copyright Infringement and Plagiarism: Parkland School District does not permit illegal acts pertaining to the copyright law. Any user violating the copyright law does so at his/her own risk and assumes all liability.

Selection of Material: School district policies on the selection of materials will govern use of Parkland's information systems. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

School District Web Site: Publishers must comply with Parkland School District's policies when submitting content to the school district website.

Blogging: Employees and students who create a blog may not violate the privacy rights of employees and students, may not use school district personal and private information/data, images and copyrighted material in their blog, and may not disrupt the school district.

Safety and Privacy: To the extent legally required, Parkland School District users will be protected from harassment or commercially unsolicited electronic communication. Users may not disclose, use or disseminate confidential or personal information about students or employees.

Consequences for Inappropriate, Unauthorized and Illegal Use: General rules for behavior, ethics, and communications apply when using the systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy may result in disciplinary actions. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent deliberate acts and for incidental or unintended damage related to lost or stolen computers or other equipment.

GUIDELINES FOR VIOLATIONS OF THE ACCEPTABLE USE POLICY

Levels of Violations

1. No Violation
 - a. A student accidentally comes in contact with an inappropriate site. The student backs out immediately and informs the teacher.
 - b. A legitimate site comes up as a blocked site.
2. Minor Violation
 - a. A student is deliberately searching for restricted and/or inappropriate material.
 - b. Any violations of the *Student Code of Conduct* and/or school district policy at this level.
3. Intermediate Violation (Suspendable Offenses)
 - a. A repeat offense of a Minor Violation.
 - b. Sharing login or password information.
 - c. Use of proxy servers or circumvention of network protection to download games, music, videos, etc.
 - d. Any violations of the *Student Code of Conduct* and/or school district policy at this level.
 - e. Modification of computer settings and/or applications.
4. Serious Violation (Suspendable and/or Prosecutorial Offenses)
 - a. A repeat offense of an Intermediate Violation.
 - b. Theft of login or password information.
 - c. Theft of data or material.
 - d. Damage to the computer systems, software, network, etc.

- e. Intentionally disrupting the network or crashing the network.
- f. Unauthorized access to network systems and/or data.
- g. Using the computers and/or network for illegal activities.
- h. Any violations of the student code of conduct and/or school district policy at this level.

Possible Consequences for Violations

1. Warning
2. Suspension of Internet Privileges
3. Suspension of Computer Privileges
4. Detention
5. School Suspension
6. Removal from Computer Program (class or lab)
7. Expulsion
8. Prosecution
9. Restitution

PARKLAND HIGH SCHOOL MAKING THE GRADE

Tips for Success!

READ!

Read without an iPad, not on your bed, and not while watching TV. Use strategies such as “thinking aloud” or “talking to the text.”

REREAD!

This time try another strategy such as: SQ3R (Survey, Question, Read, Recite, and Review), Cornell notes, make note cards, map, or outline. ASK and ANSWER QUESTIONS in class.

REVIEW notes, study worksheets and work on projects a little bit at a time, NOT ALL IN ONE NIGHT. Chances are you’ll forget most of what you study when you cram.

1. Highlight important names, dates and vocabulary words in notes.
2. Complete ALL homework assignments.
3. Prepare for tests.
4. Create study cards.
5. Rewrite notes (summarize).
6. Complete any review sheets/outlines.
7. Complete online tests/quizzes if available.

COMPLETE YOUR ASSIGNMENTS ON TIME

It may seem like busy work, but the more you familiarize yourself with the information, the more likely you'll learn it, AND most teachers take test questions from homework assignments.

Have someone **PROOFREAD/EDIT** your work, especially your writing.

UTILIZE TECHNOLOGY to assist in all assignments.

LEARN HOW TO USE THE LIBRARY as a valuable resource. Utilize the databases instead of relying on Google.

ASK FOR HELP: EVERYONE WANTS YOU TO SUCCEED

1. Ask your teacher.
2. Speak to your guidance counselor.
3. Attend the Study Lab during your study halls.
4. Apply for an NHS tutor.
5. Have a STUDY BUDDY. Two brains are better than one!

ORGANIZE A HOMEWORK AREA AT HOME

1. Find a quiet location away from distractions.
2. Stock it with paper/pens/pencils/highlighters/reference books/dictionary/calculator.
3. Have textbook websites/passwords and library databases/passwords available.

KEEP AN ORGANIZER OR PLANNER

1. Record all assignments/upcoming tests DAILY.
2. Log and plan all long-term projects.

ORGANIZE A NOTEBOOK FOR EACH SUBJECT

1. Keep notebooks according to each teacher's specifications.
2. Replenish notebook paper.
3. Keep a record of your grades for all assignments.

DON'T BE NERVOUS WHEN TAKING TESTS

Try some test taking strategies such as reading directions and test questions carefully, answering all questions and using your time wisely. Strategies can also be learned from a friend, a teacher, an SAT course or a study skills class.

If your teacher has a **WEBSITE**, check it often for information

regarding assignments, due dates, rubrics, and requirements. Learn your teachers' procedures for make-up work and get it done!

SET HIGH GOALS

If you fail to plan, then you plan to fail...set some high goals and work towards them, no matter what subject or activity.

ENGLISH

1. When studying vocabulary, use visual images, make personal connections, and study a few words at a time instead of trying to memorize them all at once.
2. When studying literature, use graphic organizers such as character charts, webs, time-lines, etc.
3. Use Spark Notes to help you understand, but not as a replacement to reading the original text.
4. The first draft of writing should never be the final draft. Proofread and edit!

HISTORY

1. Read test questions carefully.
2. Questions are not always about historical facts. They may be geographic or economic in nature. Try to determine what the questions are asking you.
3. Be sure to remember and understand important people, vocabulary, and concepts for tests.

MATH

1. Check and correct the homework in class.
2. Recopy the problems you got wrong on notebook paper. Re-do the problems and check them with your corrected homework.
3. If you still get the problem wrong, see your teacher as soon as possible.
4. Ask your teacher for a pass to tutoring before or after school.
5. Re-do practice problems from homework assignments and notes to study for a test. Do not just read the notes!

SCIENCE

1. Read all lab material and know the objective.
2. Take an active role in completing the lab and lab report.
3. Science concepts build around previously learned concepts. Keep up-to-date and review the material often.

9TH GRADE CHECKLIST
FRESHMAN YEAR

Fall Semester:

- Meet your counselor: review your schedule, establish goals for your freshman year, and discuss any concerns you have that may interfere with your success. Look at a sample of a high school transcript. Freshman year grades are the first thing colleges see!!
- Attend the Student Involvement Fair: Try to find at least two activities in which you will participate.
- Become familiar with the College and Career Resource Room. This room is loaded with everything you need for post high school planning.
- Become familiar with the library. The library is a great place to study and is full of academic resources.
- Get organized!! Be sure to create a grade sheet for each subject and keep all of your grades. YOU are responsible for tracking grades.
- Consider doing some volunteer work. The S.E.R.V.E. program is available at PHS to assist students who would like to find a location for volunteer hours.
- Get a tutor through the National Honor Society or use the Study Lab in the library if you are struggling in a class.

Spring Semester:

- Complete your sophomore course registration form. Be sure to review the prerequisites for courses you would like to take in later years.
- Review your course registration with your counselor. Let your counselor know which freshman courses challenged you and which courses were not challenging enough for you.

10TH GRADE CHECKLIST
SOPHOMORE YEAR

Fall Semester:

- Review your sophomore schedule. See your counselor if you have any questions or concerns regarding your schedule.
- Register for PSAT's. This test is given on one Saturday in October. Listen to the announcements for the time and place for registration.
- Take the practice test found in the PSAT/NMSQT Student Bulletin. You will receive it when you register for the test.
- Get involved in activities that you enjoy. Try to take on

leadership positions when possible.

- Complete the Career Interest Inventory found on careercruising.com. The username is Parkland and the password is Trojans. Review the academic requirements for the careers you find most interesting.
- Review your PSAT scores. You will have your test and answers returned to you.

Spring Semester:

- Complete your junior course registration form. Be sure you are fulfilling both Parkland's graduation requirements and your future college's requirements.
- Try your best on the Keystone Exams. You must reach a level of proficiency on each test to graduate.
- Finish Career Exploration coursework.
- Consider volunteer work or a job shadowing experience.
- Attend College Night at Parkland High School.
- Continue exploring potential careers and their respective academic requirements.
- Consider taking the SAT II exam for a course you will finish this year.

11TH GRADE CHECKLIST
JUNIOR YEAR

Fall Semester:

- Review your freshman and sophomore year checklists.
- Review your junior year schedule. See your counselor if you have any concerns.
- GET FOCUSED!! Make academics your priority. This is your final full year of school that will be reflected on your transcript.
- Register for the PSAT/NMSQT. Take the practice test given to you when you register for the test.
- Request a tutor through NHS or use the Study Lab in the library as soon as you experience difficulty in a class.
- Get involved in activities. Take on leadership positions. Colleges like to see involvement in activities because it shows focus and commitment.
- Review your PSAT scores. Determine the type of SAT preparation strategy that is best for you.
- Attend College Fair held at LCCC.
- Attend presentations in the College and Career Resource Room given by college admissions representatives.

Spring Semester:

- Register early for the Spring SAT test to ensure your choice of test center location. Determine if you need to take any SAT II tests.
- Complete your senior year registration form and review your requests with your counselor. Be sure you have met all the graduation requirements.
- Use the many college and career search websites to establish a list of schools you may consider.
- Attend presentations in the College and Career Resource Room given by college admissions representatives.
- Visit campuses when possible in the spring but definitely during the summer.

Summer:

- Revise college list. Review pros and cons of each school.
- Gather college applications when they are available. Be sure to have a “safety school.”
- CAREFULLY review your high school transcript that will be sent to you at the end of August. Let your counselor know if you have any questions.
- Return to school ready to study hard. First semester senior year grades are VERY important for your college opportunities.

12TH GRADE CHECKLIST
SENIOR YEAR

Fall Semester:

- Review your senior year schedule. See your counselor if you have questions.
- Review your freshman, sophomore and junior year check lists.
- Meet with your counselor to review your post high school plans.
- Register for the fall SAT and/or SAT II tests.
- Finalize your list of colleges to which you will apply. Review their application guidelines. Apply to the rolling admission schools within the first marking period of the year.
- Personally request letters of recommendation from your teachers. Give the teachers a copy of your recommendation profile, the recommendation form from the college if available, and a stamped, addressed envelope to the college. Give

teachers 3-4 weeks to complete.

- Take your parents to the Financial Aid Meeting scheduled in September. Complete the CSS/Financial Aid Profile if it is required by any of your colleges.
- Complete and submit the FAFSA (Free Application for Federal Student Aid) as soon after October 1 as possible.
- Stay focused on your academics. MANY colleges want to see your first semester grades before making an admissions decision.

Winter/Spring Semester:

- Submit request to the counseling office for first semester grades to be sent to schools who have requested them.
- Review scholarship/financial aid opportunities. Visit the College and Career Resource Room to see the many scholarships available.
- Acceptance/Denial letters from colleges arrive in March.
- Financial Aid offers arrive in April. Review these offers with your parent/guardian to determine your best option.
- Visit any college you are seriously considering.