



**PALMERTON AREA
JUNIOR HIGH SCHOOL
STUDENT HANDBOOK
2025-2026**

Table of Contents

Appointments	6
Athletics & Athletic Eligibility	6
Attendance/Tardiness	6/7
Bell Schedule	5
Bookbags/Backpacks/Purses	8
Bullying	8
Cafeteria	8
Cell Phones	9
Cheating/Plagiarism	9
Code of Conduct/Discipline	9-12
Dress & Grooming	12
Drills	13
Drug Awareness	13
Grading Policy	13
Guidance	14
Harassment	14
Hazing	15
Homeless Act	15-16
Homework	16
Illness/Injury/Immunizations – First Aid	16-17
Integrated Pest Management	17
Lockers	17
Lost & Found	17
Medication Policy	18
National Junior Honor Society	18
Non-Discrimination Statement/Title IX	18-19
Notification of AHERA Inspection	19
Parent Communication	20
Personal Property	20
Positive Behavior Support (PBS)	20
Principal's Message	3
Promotion/Retention Policy	21
Report Cards	21
Schoolology	21
School Board Policies	21
School Calendar	4
School Dances	21
Smoking/Vaping Tobacco	22
Staff	2
Student Records	22
Student Rights/Hearings	22
Surveillance	22
Technology/Computer Policy	23
Transportation/Other means of Transportation	23-24
Visitors	24
Weapons	24

Principal

David Sodl

Guidance Counselor

Kevin Carroll

Secretary

Lacey Barachie

Teaching Staff

Suzanne Black
Brianna Carroll
Jennifer Harrison
Melissa Hoffman
Christopher Kery
Brad Landis
Amy Morgan

Christine Owens
Nellianne Parr
Joshua Rake
Laura Reichard
Lauren Salerno
Kimberly Seiler
Ryan Sharkazy

Holly Skrimcovsky
Sarah Smith
Brian Stevko
Zach Tofany
Kevin Young
Bill Zeky
Jacob Zurn
Kathryn Zurn

Paraprofessionals

Stephanie Blee ~ Annette Gruber ~ AnnMarie Ross ~ Mary Stahler

School Nurse

Laura Thomas

Office Hours

7:10 AM to 2:40 PM ... during the school year
8:00 AM to 1:00 PM ...summer

School Address

3529 Fireline Road
Palmerton, PA 18071
Phone: 610-826-2492
Fax: 610-826-2366

Office email – lbarachie@palmerton.org

Palmerton Area Junior High School

Dear PAJH students and families,

Welcome to a new school year at Palmerton Area Junior High! Whether you are returning or joining us for the first time, we are excited to have you as part of our school community. I have enjoyed working with the junior high as the secondary assistant principal over the past three and a half years, and I am very excited to begin my first full year as the junior high school principal. Junior high is a time of growth, exploration, and opportunity, and we are here to support each of you every step of the way.

At Palmerton Area Junior High, we are committed to creating a safe, respectful, and engaging learning environment where all students can thrive academically, socially, and emotionally. Our dedicated teachers and staff are here to challenge, inspire, and help our students reach their full potential.

This handbook is an important guide to help you understand our school's expectations, policies, and resources. I encourage students and parents to read it carefully and refer to it throughout the year. This handbook is meant to be a general guide. If you have any specific questions or concerns, please contact me. I appreciate your feedback and suggestions related to this handbook. When we all work together and understand what is expected, we create a stronger, more supportive school community.

The paragraph below is a sample of the form given to each student on the first day of school when we review the handbook expectations with them. The signed statement should be returned to your child's first period teacher by **Tuesday, September 2nd**. Thank you in advance for your cooperation in returning it.

Let's make this year one filled with learning, achievement, and positive memories. I look forward to getting to know each of you and seeing all the amazing things you will accomplish.

Welcome to a great year ahead!

Sincerely,

David J. Sodl Jr.
Principal - Palmerton Area Junior High School

I understand and accept the regulations and responsibilities described in the Student-Parent Handbook including, but not limited to, the topics of drugs, weapons, discipline, and other school rules and regulations.

Student Name / Grade

Date

Parent / Guardian Signature

Student Signature

Please be advised that all students are subject to these rules, regulations, and guidelines even if this form is not signed or returned.

SAMPLE

PALMERTON AREA JUNIOR HIGH SCHOOL
2025-26 SCHOOL CALENDAR

AUGUST	18-21 25 29	In-Service for Teachers – No School for Students First Day of School Labor Day Holiday
SEPTEMBER	1 (Monday) 9 (Tuesday)	Labor Day Holiday Student Picture Day/Meet the Teacher - 6:30pm
OCTOBER	3 (Friday) 13 (Wednesday) 22 (Wednesday)	Act 80 – No School for Students Columbus Day - No School Picture Day Make-up
NOVEMBER	24 (Monday) 25 (Tuesday) 26 (Wednesday) 27 (Thursday) 28 (Friday)	Early Dismissal – P/T Conferences Early Dismissal – P/T Conferences Early Dismissal Thanksgiving Holiday Thanksgiving Holiday
DECEMBER	1 (Monday) 19 (Friday) 22 (Monday) 23 (Tuesday) 24 (Wednesday) 25 (Thursday) 26 (Friday) 29 (Monday) 30 (Tuesday) 31 (Wednesday)	Thanksgiving Holiday Early Dismissal Winter Holiday Winter Holiday Winter Holiday Winter Holiday Winter Holiday Winter Holiday Winter Holiday Winter Holiday
JANUARY	1 (Thursday) 2 (Friday) 19 (Monday)	New Year’s Holiday Winter Holiday Martin Luther King Jr. Holiday
FEBRUARY	6 (Friday) 13 (Friday) 16 (Monday)	Act 80 – No School for Students Presidents’ Day Holiday (Tentative Snow Make-up Day) Presidents’ Day Holiday
MARCH	20 (Friday)	Act 80 – No School for Students
APRIL	2 (Thursday) 3 (Friday) 6 (Monday)	Spring Break (Tentative Snow Make-up Day) Spring Break Spring Break
MAY	1 (Friday) 22 (Friday) 25 (Monday)	In-Service for Teachers – No School for Students Memorial Day Holiday Memorial Day Holiday
JUNE	4 (Thursday) 5 (Friday) 8 (Monday)	Early Dismissal for Students/Tentative Early Dismissal/Tentative Last Day for Students In-Service for Teachers/Tentative

Junior High Bell Schedule

<u>Grade 7</u>					<u>Grade 8</u>				
Period	Start	End	Min.	Break	Period	Start	End	Min.	Break
Homeroom	7:30	7:34	0:04		Homeroom	7:30	7:34	0:04	
1	7:34	8:15	0:41	0:03	1	7:34	8:15	0:41	0:03
2	8:18	8:59	0:41	0:03	2	8:18	8:59	0:41	0:03
3	9:02	9:43	0:41	0:03	3	9:02	9:43	0:41	0:03
4	9:46	10:27	0:41	0:03	4	9:46	10:27	0:41	0:03
5/Lunch	10:30	11:00	0:30	0:03	5	10:30	11:11	0:41	0:03
6	11:03	11:44	0:41	0:03	6/Lunch	11:14	11:44	0:30	0:03
7	11:47	12:28	0:41	0:03	7	11:47	12:28	0:41	0:03
8	12:31	1:12	0:41	0:03	8	12:31	1:12	0:41	0:03
9	1:15	1:56	0:41	0:03	9	1:15	1:56	0:41	0:03
10	1:59	2:25	0:26	Dismissal	10	1:59	2:25	0:26	Dismissal

2 Hour Delay & Early Dismissal Schedules

<u>Two Hour Delay - Grades 7/8</u>					<u>Half Day - 11AM Dismissal</u>				
Period	Start	End	Minutes	Break	Period	Start	End	Minutes	Break
1	9:30	10:01	0:31	0:03	1	7:30	7:58	0:28	0:03
2	10:04	10:34	0:30	0:03	2	8:01	8:24	0:23	0:03
3	10:37	11:07	0:30	0:03	3	8:27	8:50	0:23	0:03
4	11:10	11:40	0:30	0:03	4	8:53	9:16	0:23	0:03
5/Lunch	11:43	12:13	0:30	0:03	5/6	9:19	9:42	0:23	0:03
6/Lunch	12:16	12:46	0:30	0:03	7	9:45	10:08	0:23	0:03
7	12:49	1:19	0:30	0:03	8	10:11	10:34	0:23	0:03
8	1:22	1:52	0:30	0:03	9	10:37	11:00	0:23	Dismissal
9	1:55	2:25	0:30	Dismissal					

Appointments

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

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

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

Athletics

The Junior High School offers a variety of athletic activities. Grade 7 and 8 students are eligible to participate in PIAA athletics. An Athletic Handbook is given to every athlete. Please make sure that you and your child familiarize yourself with that handbook. The two biggest things that must be emphasized to you regarding participation in all extracurricular activities is that these students are expected to represent Palmerton in the highest regard. There are no exceptions. Therefore, consequences are and will be more, as these students are held to both the student and athletic codes of conduct.

Athletic Eligibility

Eligibility for student participation involves the following academic / disciplinary concerns: Participation in athletics is a privilege at Palmerton Area Junior High School. In order to be eligible for interscholastic athletics, a pupil must be passing at least three of their four major classes (Math, Science, ELA, Social Studies). Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis and shall be filed in the principal's office. Students who do not meet the requirements described in this section (Section 1 of the PIAA By-Laws) shall be ineligible for a period of one week (Sunday through Saturday) following the Friday deadline for reporting eligibility. Athletes must be passing three of their four major subjects to be eligible to participate in interscholastic athletics during the current grading period or the next grading period or school year. In cases where a student's work in any preceding grading period does not meet the standards described in this section (Section 2 of the PIAA By-Laws), said student shall be ineligible to participate in interscholastic athletics for a period of ten (10) school days beginning the day report cards are issued. Ineligible students will not attend athletic events with the team. Students consistently receiving consequences for poor behavior will be considered to be on privilege denial. As a result, they may not participate (or travel) in any sporting event, activity, or intramurals.

Attendance

The "Compulsory School Age" in the Commonwealth of Pennsylvania is that period of the child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of six until the age of eighteen. The Commonwealth of PA requires students to attend school regularly until they are eighteen years of age. School districts are held accountable for compliance, and regular attendance is a vital component to education. Regular attendance will enable a student to successfully complete courses required for promotion. Research has proven that regular attendance can have a direct effect on student achievement so unnecessary absences must be avoided. Attendance is both a student and parent responsibility.

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

Excused and unexcused absences are determined by our school policy and the school code. If a child between the age of entry into school and age 18 is absent without valid excuses for three days in any one school year, the absences will be deemed **Truant**. A warning letter indicating consequences of “**Habitual**” truancy (unexcused absences for more than six days) will be sent home. After a warning letter is sent home and the child is absent without a valid excuse for even one day, the parents/guardians will be invited to a “School Attendance Improvement Conference”.

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

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

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

Procedures for Truancy Intervention & School Attendance Improvement: When a student is truant (accumulated 3 unexcused absences), the school principal will send a written notification to the parent/guardian to include: Dates of the unexcused absences, notification that citations will be filed with the magisterial district court if the child becomes habitually truant, and notification of the date & time the parent/guardian & student should attend a School Attendance Improvement Conference (SAIC).

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

Attendance: Tardiness

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

When a student repeatedly arrives tardy to school with notes stating that the student is generally ill or not feeling well, the school may request a doctor’s statement justifying the tardiness.

Book Bags/Backpacks/Purses

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

Bullying

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

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

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

If a student (or their parents/ guardians) believes that he/she is being bullied, it should be reported to a school official (secretary, nurse, teacher, guidance counselor, principal, etc.).

Each bullying report is acted on and a written report prepared. This report will be kept on file for one calendar year.

Our school has the "Safe to Say Something" program. This is a program where students can anonymously submit potential threats 24 hours a day / 7 days a week by telephone, website, or App. If it is determined that a call is made as a "joke or put into the system to cause disruption to the school day," consequences will be given.

Cafeteria

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

A cafeteria service is provided to the Palmerton Junior High School student body. This includes a breakfast program. Meals are carefully prepared so that the students are served well-balanced nutritious meals at a nominal cost. Students must use their student ID numbers to purchase meals or snacks. Parents can prepay by sending a check (payable to PASD Cafeteria Fund) and presenting this payment to any cashier in the cafeteria. Sending your child in with cash is highly discouraged. There is also an online payment plan to fund the student's account. Please visit www.palmerton.org and click on Departments ... Food Services ... and then the large green SchoolCafe button.

Lunch should be a pleasant experience for both the students who eat in the cafeteria and the staff members who monitor the cafeteria. Students are expected to conduct themselves in the school cafeteria in the same manner as would be expected in a restaurant setting. Eating can and should be a pleasant social experience. Unmannerly, rude, and/or loud behavior will not be tolerated in the school cafeteria, or for that matter, in any part of the school. Students have the choice to bring their lunch or to buy the prepared lunch. Regardless of this choice, students are required to eat their lunch in school. They may not leave the building for lunch. Lunches are not to be ordered and delivered to the school via DoorDash or any other food delivery service. Parents are also not permitted to deliver restaurant food/drink or fast

food/drink to our school for a student's lunch. Please realize that there are cameras in the cafeteria to keep the area safe for everyone.

Applications for free or reduced meals are available from the Junior High office or from the cafeteria personnel. **Students must reapply each year.** If you have any questions about this program, please call 610-826-3155 ext. 2237.

Cell Phones & Ear Buds

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

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

Cheating / Plagiarism

Cheating and plagiarism of any type by a student will result in a failing grade for the particular evaluation or paper/project for the student caught cheating. If another student voluntarily provides information (homework, etc.) to another student to aid in cheating, this student may also receive a failing grade for the particular evaluation or paper/project. Depending on the severity of the violation(s), failure of the course for the marking period is also possible.

Code of Conduct

Denial of Privileges

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

Detention

Teacher Detention: Teachers may assign a lunch or an after-school teacher detention. All students who are required to stay after school to serve a detention or make up work will be given 24 hours notice in order to make arrangements for transportation. The teacher assigning the detention will remain after school with the student. Any missed teacher detention will result in an office detention.

Office Detention: The administration may assign office detentions, which are held after school. **The only acceptable excuse for a student not reporting to an office detention is a doctor or dental appointment.** These appointments must be reported to the office prior to the detention so that the detention can be rescheduled. Students must arrange their own transportation.

Effective discipline serves two purposes. First, it prevents the recurrence of a particular misbehavior in a student. Second, it is a learning experience for the student, permitting him or her to see why certain rules have been established and why they must be followed. Many of our rules are developed in connection with society norms and are a function of the "real world." The Junior High School cannot act like an island. It is a bridge between the

elementary school and the high school. We need to ensure the development of our students to provide them with the opportunity to succeed as they move from one level to another.

Our school code of conduct policy has three primary objectives.

1. preserving the kind of environment needed for effective teaching
2. dealing with disorderly conduct in a consistent manner that corrects a student's behavior while keeping the student in school as much as possible
3. using out-of-school suspension or recommendations for expulsion as a last resort only when the education environment of other students is significantly affected.

The ultimate goal of any consequence is to change behavior. It is up to the administration to find consequences that change behaviors. We will not stick with any consequence that is not working. We will also not negotiate consequences. For these objectives to be met in school, the student must learn basic disciplinary guidelines both at school and at home. Discipline must be considered important and necessary by the student, the parents, and the school staff.

Unacceptable forms of student behavior can be organized into three categories:

Level I

Acts of misbehavior usually resolved by the classroom teacher.(Typically considered a minor referral and submitted on a minor form.)

Level II

Misbehaviors, which by their seriousness or frequency, require disciplinary action at the administrative level. (Typically considered a major referral and submitted on a major referral form. There are times when this could be processed on a minor referral form.)

Level III

Misbehaviors which involve acts directed against persons or property. This level of misconduct requires action at the administrative level. (Major referral)

Level IV

Misbehaviors which are illegal or criminal in nature.(Major referral)

This section identifies some of the unacceptable student behaviors and cites the disciplinary action violators can expect. However, final decisions are at the discretion of the administration.

Level I

Violation of Jr. High Code of Conduct Policy

Minor class disruption (3 minor referrals = a major & office detention)

Lying

Classroom tardiness

Loitering

Cell Phone violation

Dress Code violation

Abuse of hall pass / wandering

Disciplinary Action (Progressive)

Conference with teacher

Parental contact

Lunch Detention (Teacher)

After-school detention (Teacher)

Detention (Office)

Level II

Violation of Jr. High Code of Conduct Policy

Insubordination

Inappropriate Conduct

Tardiness to school

Truancy
Class Cutting
Leaving the building without permission
Cheating / Plagiarism
Forgery
Use of profane or obscene language, gestures, or materials
Defiant and continuous disruptive behavior (including on the bus and/or at a school event)
Discourteous acts directed to a staff member
General disruptive behavior
Gambling
Tobacco / Vaping
Throwing food or other objects
Failure to serve assigned detention or extended detention
Trespassing

Disciplinary Action (Progressive)

Parental contact
Parental conference
Loss of privileges
Office Detention
In-Class Suspension
In-School Suspension
Referral to appropriate community agencies
Disorderly conduct charges
Restitution for damage/stolen property (report card held until payment received)
Out-of-School Suspension

Level III

Violation of Jr. High Code of Conduct Policy

Possession, using or being under the influence of alcohol and/or drugs as defined by the laws of the Commonwealth of PA and the United States Congress
Theft, possession, or sale of stolen property
Trespassing
Vandalism of employee or school district property
Fighting, assault, and/or battery
Threatening or intimidating any school personnel/students
Possession, use, or transmittal of firecrackers or fireworks
Possession of a look-a-like weapon, even if there is no intent to use as a weapon to harm
Harassment / Bullying, including and not limited to social media

Disciplinary Action

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

Level IV

Violation of Jr. High Code of Conduct Policy

Continuation of unmodified Level I, II, or III behavior
Assaulting a staff member
Extortion
Bomb Threat
Terroristic Threat/Threat of harm towards others
False fire alarm
Arson
Furnish/selling unauthorized or controlled substances
Continual/Unresolved Bullying
Hazing

Possession, use, and/or transfer of weapons, including any type of knife, cutting instrument, or look-alikes on school property during school hours or activities and to or from school and/or activities, including on school buses

Disciplinary Action

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

Discipline: Student Rights / Hearings

Education is a fundamental right. Accordingly, students will be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving an out-of-school suspension lasting more than three days, a student will be given an informal hearing. The purpose of the informal hearing is to enable the student to meet with the principal to explain the circumstances surrounding the event for which the student is being suspended or to show that there is some compelling reason why the student should return to school.

Behavior that disrupts the learning process or potentially the safety of yourself and/or others will be met with consequences. We strive to be as fair as possible in issuing consequences. Unfortunately, just like in life, fair is not always equal. Please do not ask to discuss any consequences issued to other students. We cannot do that.

The informal hearing process encourages the student's parents or guardians to meet with the principal to discuss ways to ensure that future offenses can be avoided. Every effort will be made to ensure confidentiality between students and school counselors, school nurses, the school psychologist, other school employees or contracted employees of the district.

Dress & Grooming

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

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

- a. all head apparel to include hats, caps, hoods, durags, and bandanas (except with prior administrative approval)
- b. clothing, accessories, and tattoos that display lewd, vulgar, obscene, or plainly offensive language or symbols such as, but not limited to, alcoholic beverages, tobacco, drugs, or violent behavior

If there are any questions and/or doubts as to the appropriateness of an article of clothing or jewelry, please check with the administration prior to wearing the questionable item. For more information, please see the Palmerton Area School Board Policy #221. Parental cooperation is necessary to ensure compliance with the dress policy. Repeat violations of the dress code will result in disciplinary action. Depending on the nature of the violation, parents may be required to come to school to provide appropriate clothing for their children.

Drills

The Palmerton Area School District is committed to the safety and security of our students, staff, and schools. We encourage and welcome visits from local law enforcement agencies; we will also routinely conduct safety drills so that we can be as prepared as possible in the event of a true emergency.

Drug Awareness

The school district recognizes that the use / misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As a society, we should strive to prevent drug abuse. For the purposes of the policy, the term “drugs” will refer to:

- all dangerous controlled substances prohibited by law
- all look alike drugs
- all alcoholic beverages
- drug paraphernalia
- any prescription or patent drug, except those for which permission to use in school has been granted. (Please refer to our medication policy.)

The School Board prohibits the use, possession, or distribution of any drug during school hours on school property or at any school sponsored event.

Grading Policy

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

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79		

Principal's List 90 - 100 (No grades lower than an A-)

Honor Roll 83 - 89.99 (No grades lower than a B-)

Placement into Algebra 1 for 8th grade students will be based off of the following:

For Junior High students enrolled in an accelerated working section, going from 7th to 8th grade, student working sections will be generated based on students meeting 4 of the 5 criteria below:

- Quiz/Test/Year Average of 90% in Math
- Minimum of 85% on Research Paper in ELA
- Minimum B average in CORE subjects
- IXL 4th Marking Period Diagnostic Score of at least 750 in Math and ELA
- Proficient on PSSA in Math and ELA

The guidelines above are used to ensure that students are appropriately placed academically and/or if placed into Algebra I, students will be prepared for the Algebra I Keystone Exam.

Guidance

The Junior High School guidance counselor is charged with improving each student's self-image. The primary function is to promote emotional maturity in each student and, in cooperation with the other professional staff, to promote the physical, intellectual, and moral maturity of each student.

- To coordinate a system of maintaining and interpreting student records for use by our students, their parents, and the school staff.
- To strive to consult and follow-up with each student, parent, school staff member, and administrators regarding the program of testing and pupil self-appraisal.
- To make individual counseling available to students.
- To strive to coordinate orientation activities for students as they move to each new level of education.
- To maintain a system of referrals and follow-ups with agencies and resources available outside the school which support the goals of the school's guidance services.

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

Harassment

The School Board strives to provide a safe, positive learning climate for students in our schools. School district policy states that all forms of harassment including sexual and/or ethnic harassment will not be tolerated. The School Board prohibits all forms of unlawful harassment of students by other district students, staff members, contracted individuals, vendors, and/or volunteers in the schools. The School Board encourages students who have been harassed to promptly report such incidents to the building principal, assistant principal, counselor, nurse, team leader, or a teacher. Complaints of harassment will be promptly investigated, and corrective action will be taken when allegations are verified.

Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct related to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. Please see Board Policy 103 for more information.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, student to student, or student to employee. Any student who alleges sexual harassment by any staff member or student in the district should immediately report the complaint to the principal, assistant principal, counselor, nurse, team leader or a teacher.

Ethnic Harassment consists of inappropriate verbal or physical conduct when made by an employee to a student, student to student, or student to employee. This includes verbal harassment or abuse, reported remarks to a person with demeaning implications, other verbal or physical conduct or written communications of a hostile or offensive intimidating manner.

Harassment is a serious offense. School officials must be made aware of any/all allegations. Our Title IX information can be found on the district website under the Department of Human Resources.

Hazing

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

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

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

McKinney-Vento Homeless Assistance Act

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by The Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities. DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE: "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons. Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations. Living in emergency or transitional shelters. Living in a public or private place not designed for humans to live. Migratory children living in above circumstances. Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian. Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights: Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation ;Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or

treated differently due to their housing situations. When a student is identified as being McKinney-Vento eligible, staff will: Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students) Provide school supplies and other school related materials as needed Advocate for and support students and families through school and home visits set clear expectations for student behavior, attendance and academic performance assist students/families access with community services assist students/families with access to tutoring, special education, and English language learner resources assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation. For additional information, contact our Homeless Liaison/ Special Education Director, Demi Rohlfing, (610)826-7101.

Homework

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

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

- promote good study habits.
- develop a sense of responsibility and independence.
- help a student master a new skill.
- enhance and stimulate a student's creativity.
- ensure that a student understands the class material.
- inform parents of what is being taught in the classroom.

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

Illness/Injury/Immunizations - First Aid

Students who become ill during the day should request a pass from their teacher and report to the school nurse. Reporting to the nurse without a pass is only permissible in the case of an emergency. In the event of an illness or injury that requires the student to be sent home, the **nurse** will contact the parents to make the arrangements for them or their designee to pick up the student. It then becomes the responsibility of the parent to arrange for further care. ***Students are not permitted to call home to be picked up because they are not feeling well, they must report to the nurse's office for dismissal due to illness.***

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

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

- 4 doses of tetanus, diphtheria, & acellular pertussis (usually given as DTP or DTaP), one dose on or after the 4th birthday.
- 4 doses of polio (4th dose on or after the 4th birthday & at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 3 doses of hepatitis B

2 doses of varicella (chicken pox) vaccine or evidence of immunity
Additional immunizations required for 7th grade students: 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal vaccine (MCV) required on the first day of seventh grade. For attendance in 12th grade: 1 additional dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose. These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he/she may be excluded from school during an outbreak of vaccine preventable disease.

Integrated Pest Management (IPM) - Parent Notification

The Palmerton Area School District uses an Integrated Pest Management (IPM) approach to managing insects, rodents, and weeds. Pesticides, herbicides, and fertilization products may occasionally be applied inside or outside school buildings.

In accordance with the district's IPM policy (available for public review in school offices), notice of planned pesticide applications will be:

- Posted in school buildings at least 72 hours in advance of the application.
- Provided directly to parents/guardians who have submitted a written request for notification.

Exceptions to this notification process may occur in emergency situations where there is an immediate threat to health and safety, such as the presence of stinging insects in occupied areas. In such cases, notification will be made as soon as possible after the application.

Parents/guardians who wish to receive advance written notification of all pesticide applications should submit a written request to the building principal or district IPM coordinator.

Lockers

All students will be assigned lockers for which they are responsible during their time in the Junior High. Lockers are to be used for storage of personal clothes, books, and those items that are necessary for school activities. Please do NOT put stickers, inside or outside, on your lockers. Leave expensive clothing, possessions, and money at home—NOT in your lockers! Students need to provide combination/key locks. Do not give the combination/key to other students, and keep the locker locked at all times; this includes lockers provided during physical education classes. Spare keys should be kept at home. Do not share your locker! The school cannot be held responsible for items that are lost or stolen. Lockers are the property of the Palmerton Area School District and are subject to search. Whenever school authorities have a reasonable suspicion that the locker contains material which poses a threat to the health, welfare, and safety of students in the school, student lockers may be searched. This may include the removal of the student's lock. At the end of the school year, students should remove the locks and all items from their lockers.

Lost and Found

The school holds unclaimed articles for a period of time. If these items are identifiable, they will be returned to the students. Therefore, students should clearly mark possessions with their names. Unclaimed articles will either be donated to a charity or discarded.

Medication Policy

Medications cannot be dispensed by any school district personnel without the knowledge and verification of the school nurse. This regulation will be strictly enforced.

All required medications are to be kept in the Health Suite, unless otherwise designated by the school nurse. **Medicines of any kind (pills/syrup/etc.) cannot be in the possession of a student.** This includes lunch bags, purses, lockers, etc.

If health or safety conditions require medication to be given to a student during school hours, the medications will be dispensed by the school nurse.

However, the following rules apply.

- Upon arrival at school, the student shall give the medication and a doctor's note to the nurse.
- Medication must be in the original container from the doctor/ pharmacy. The full name of the student as well as the name of the medication must be printed on the container.

This medication policy is designed to aid in the welfare and safety of the student. Your cooperation is greatly appreciated.

National Junior Honor Society

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

Non-Discrimination Statement

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

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

Dr. Daniel Heaney
Assistant Superintendent for Academic Programs & Technology
Palmerton Area School District
3525 Fireline Rd Palmerton, PA 18071
(610) 826-7160
dheaney@palmerton.org

Title IX:

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

Dr. Daniel Heaney
Assistant Superintendent for Academic Programs & Technology
Palmerton Area School District
3525 Fireline Rd Palmerton, PA 18071
(610) 826-7160
dheaney@palmerton.org

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

Policies:

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

Reporting Forms:

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

Notification of AHERA Inspection and Management Plan Compliance

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

The Palmerton Area School District contracted with Spotts, Stevens and McCoy, Inc. for both the Building Inspections and the Management Plans and these reports were submitted to the State of Pennsylvania in compliance with the AHERA regulations. These reports are available for public review at the Administration Office. The individual building reports are available for public review at each school and include the schedule for periodic surveillance of ACM and re-inspections conducted by an accredited EPA Building Inspector.

Parent Communication

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

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

Personal Property

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

Positive Behavior Support (PBS)

At the Jr. High School, we will again be using our Positive Behavior Support (PBS) program. The purpose of this program is to celebrate our success and reward and encourage appropriate behaviors while being firm, fair, and consistent with the behaviors that are not wanted. At the beginning of the school year we review the program and expectations with all of our students. At the end of every month, we hold a Bomber Pride Day for all students eligible to participate. Eligibility is based on major/minor discipline referrals. Below is our Matrix of expectations that is displayed throughout our building and reviewed with all students.

Palmerton Area Junior High School ~ Bomber Traits

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

Promotion/Retention Policy

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

Report Cards

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

Schoology

Assignments

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

Communication and Your Learning

- You are responsible for checking Schoology and managing your workload. You are also responsible for following the direction of our Technology Department which includes changing your password when directed.
- You are responsible for your education. It is up to you to notify your teacher if you are struggling, if you cannot view your assignments, or if something is preventing you from completing your assignments.

School Board Policies

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

School Dances

Dances and socials are provided at the Jr. High School to provide a positive out of school activity and to promote a healthy monitored environment for social exchange. In order to provide a positive environment, certain rules of good conduct and peer respect are in place. In addition to these rules, students must make proper and timely arrangements for parental pick-up. The district does not provide transportation for these events.

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

Students are expected to follow all school rules, regulations, and procedures at all school activities and athletic contests. Violations may result in the loss of attending similar future events.

Smoking/Vaping Tobacco

The Palmerton Area Junior High School campus is a smoke-free campus. The use and/or possession of tobacco products on school property and at school events is prohibited by the state under Section 6306.1 - Act 145, Title 18 and District Policy (222). (This policy also applies to Vape Pens, E-Cigarettes, and similar type products.) Furthermore, students are prohibited from using these products as they approach and leave the campus before and after school.

We have implemented the use of vape detectors in our student restrooms to help address the issue of vaping. There was a drop in the number of vaping incidents. However, they were not eliminated. This is still something that as a school community, we feel we need to continue to be vigilant in addressing. It has also become a very common report in our Safe2Say application. Therefore, we will continue to use vape detectors in our student restrooms to deter this behavior and also alert the administration and our school safety officer when vaping is occurring. A letter outlining these procedures can be found on the junior high school website. Violators will be subject to the disciplinary procedures outlined below:

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

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

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

Student Records

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

Student Rights / Hearings

Education is a fundamental right. Accordingly, students will be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving an out-of-school suspension lasting more than three days, a student will be given an informal hearing. The purpose of the informal hearing is to enable the student to meet with the principal to explain the circumstances surrounding the event for which the student is being suspended or to show that there is some compelling reason why the student should return to school.

The informal hearing also encourages the student's parents or guardians to meet with the principal to discuss ways to ensure that future offenses can be avoided.

Every effort will be made to ensure confidentiality between students and guidance counselors, school nurses, the school psychologist, other school employees or contracted employees of the district.

Surveillance

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

Technology / Computer - Acceptable Use Policy

Board Policy 815: Acceptable Use of Internet, Computers & Network Resources outlines expectations for using our school's technology resources. This policy details guidelines for acceptable use and highlights the responsibility of each user to utilize these resources appropriately.

Please review the complete policy, available at:

<https://go.boarddocs.com/pa/palm/Board.nsf/goto?open&id=CWRHFJ483B8C>

After reviewing, we ask both students and parents to acknowledge and agree to these terms by signing below. Additionally, by signing, you agree to the terms of service for all PASD educational resources. A full list of these resources and links to their respective terms of service can be found

<https://docs.google.com/document/d/1q8xSEWqkuK63mUmD-thMRyM0mEGsuPEI/edit?tab=t.0>

This will ensure continued access to the district's technology resources and help promote a culture of responsible use.

Dr. Daniel Heaney

Assistant Superintendent for Academic Programs & Technology

Palmerton Area School District

3525 Fireline Rd Palmerton, PA 18071

(610) 826-7160

dheaney@palmerton.org

Transportation

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

- stay seated at all times.
- not throw anything in or out of the windows.
- not extend their arms, legs, or heads out of the bus.
- not smoke on the bus.
- not eat or drink on the bus.
- not bring any weapon or weapon-like object onto the bus.
- not litter the floor of the bus
- not board or debark at any stop but their designated bus stop unless given permission by a school official
- not ride another student's bus unless it's been approved by a teacher for educational purposes only

Additionally, the school code of conduct is in effect on the bus. Students who do not abide by the rules may receive detention, suspension from the bus, or out of school suspension. Also, citations might be issued with corresponding community service requirements for each infraction.

Proper bus behavior is critical for everyone's safety and well-being. Any infraction will be reported immediately to the school principal. Misbehavior on the bus cannot be tolerated. This includes buses used for school activities such as field trips and athletic contests. Bus drivers have the responsibility for maintaining discipline on their buses.

At bus stops, students must not play games on the street, trespass onto private property, or misbehave in any manner. (Disciplinary action could be taken)

Visitors

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

Weapons

Possession, use, and/or transfer of weapons, including any type of knife or cutting instrument or look-alikes, on school property during school hours or activities, and to or from school and/or activities, including on school buses, is strictly prohibited. This policy is in effect regardless of intent. The term weapon is defined in district policy.

A violation of this policy will result in the following steps

- a) Suspension from school
- b) File a police report
- c) Expulsion hearing recommendation
- d) Expulsion hearing
- e) Follow district policy and Pennsylvania State Code

Weapons and Dangerous Instruments

Any student found to have possessed or be in possession of or transporting or have transported a weapon on school property during school hours or activities: or on property being used by the school: or any school function or activity: or while the student is on his/her way to or from an activity: or while the student is on any public conveyance providing transportation to school or any school sponsored activity, regardless of intent, will immediately be reported to the local police; scheduled for an informal hearing; cited for a ten day out of school suspension; and presented to the Board for formal expulsion proceedings in accordance with the Pennsylvania School code.

Appropriate disciplinary and/or legal action will be taken against students who possess weapons and against students who assist possession in any way. The school district shall expel from school, for a period of not less than one (1) year, any student who violates this policy and shall report such incident relating to expulsion to the Department of Education. The Superintendent may recommend discipline short of expulsion on a case by case basis.

The term "weapon" refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look alike firearms): any explosive device of any kind: and Bowie knife, Dirk knife, lock blade knife, hunting knife, or any knife: or other tool or instrument that is not reasonably related to education such as, including but not limited to, chains, brass knuckles, night sticks, axe handles, straight razor/double edge razors, etc.