Parkland High School
2025-2026
Student Planner

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

Parkland High School

2025-2026 Bell Schedule

	A Schedule	B Schedule	C Schedule	D Schedule
HR	**N/A**	7:40–7:50	N/A	N/A
1	**7:40-8:29**	7:54–8:37	7:40–8:20	9:40-10:09
2	**8:33-9:17**	8:41–9:24	8:24-9:00	10:13-10:39
3	**9:21-10:05**	9:28–10:11	9:04-9:40	10:43-11:09
4	**10:09-10:53**	10:15–10:58	N/A	11:13-11:43
5	**10:57-11:41**	11:02–11:45	N/A	11:47-12:17
6	**11:45-12:29**	11:49-12:32	N/A	12:21-12:51
7	**12:33-1:17**	12:36-1:19	N/A	12:55-1:25
8	**1:21-2:05**	1:23-2:06	9:44-10:20	1:29-2:09
9	**2:09-2:53**	2:10-2:53	10:24-11:00	2:13-2:53

7:30 am & 7:35 am Warning Bells

A Schedule (Regular Day)

B Schedule (Homeroom)

C Schedule (Early Dismissal Day)

D Schedule (Two Hour Delay w/ 9:30 & 9:35am Warning Bells)

Lunch Periods: Periods 4, 5, 6, & 7

- **P.M. LCTI Students** will eat lunch period 4 or 5 with an 11:25 am dismissal.
- **A.M. LCTI Students** will eat lunch at LCTI and return for Period 6 class.

TABLE OF CONTENTS

MESSAGE FROM YOUR ADMINISTRATORS 1
ADMINISTRATIVE STAFF 1
ASSISTANT PRINCIPAL ASSIGNMENT 2
EQUAL OPPORTUNITY 2
EMERGENCY/SAFETY PROCEDURES 2
VISITORS 3
ACADEMICS **3**
ACADEMIC INTEGRITY 3
SCHOOL COUNSELOR ASSIGNMENTS 6
COUNSELING INFORMATION 7
COURSES NOT TAKEN IN PARKLAND HIGH SCHOOL 7
DRIVER EDUCATION 8
FINAL EXAMS 8
GRADING SYSTEM 9
GRADUATION REQUIREMENTS 10
HONOR ROLL 11
INCOMPLETES 12
PHYSICAL EDUCATION REQUIREMENTS 12
REPORT CARDS 12
SCHEDULE CHANGES 12
SUMMER SCHOOL 13
TECHNOLOGY 13
1.0 ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS POLICY 13
2.0 PERSONALIZED LEARNING DEVICES 18
3.0 CHROMEBOOK LOSS/DAMAGE STANDARD REPAIR PLAN 18
4.0 EDUCATIONAL TECHNOLOGY TOOLS 19
5.0 MONITORING OF STUDENT ONLINE ACTIVITY 20
6.0 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN EDUCATION 20
ATHLETICS **22**
CONCUSSION MANAGEMENT (ACT 101, 2012) 22
INTERSCHOLASTIC ATHLETICS 22
INTRAMURAL ATHLETICS 23
POLICY ON SPORTSMANSHIP 23
OPERATIONS **24**
CAFETERIA INFORMATION 24

DISPLAYS OF AFFECTION 25
DISTRIBUTION OF LITERATURE 25
EATING/DRINKING IN THE SCHOOL BUILDING 25
HEALTH ROOM INFORMATION 25
MEDICATION 26
LIBRARY POLICIES/PROCEDURES 28
LOCKERS 28
PARKING REGULATIONS 29
SIGN-IN/SIGN-OUT PROCEDURES 29
STUDENT LEAVE OF ABSENCE PERMIT FORM 29
EARLY LEAVE 30
LATE START 30
TEXTBOOKS 30
WITHDRAWAL FROM SCHOOL 30
STUDY HALL GUIDELINES 31
STUDENT SERVICES 31
ACCESSIBILITY & ACCOMMODATIONS 31
CHILD FIND 32
NOTICE FOR DIRECTORY INFORMATION 32
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT(PPRA) 32
PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS 34
SAFE TO SAY SOMETHING 34
STUDENT ASSISTANCE PROGRAM 35
STUDENT RECORDS POLICY 35
PHS CODE OF STUDENT CONDUCT 37
1.0 Free Education and Attendance 37
1.1 Absenteeism 37
1.2 Truancy Intervention 38
2.0 Student Expression 42
3.0 Flag Salute and Pledge of Allegiance 43
4.0 Student Responsibilities 44
5.0 Electronic Devices 46
CELL PHONE POLICY 46
6.0 Student Dress and Appearance 47
7.0 Cutting Class 48
8.0 Leaving the Building without Permission 48
9.0 Late/Tardy to Class Procedures 49
9.1 Late/Tardy to School Procedures 49
9.2 Violations of Late-Pass System 49

10.0 I.D. Policy 49
11.0 School Bus Rules 49
Video Recording on District Buses 50
12.0 Use of Motor Vehicles 51
13.0 Tobacco/Nicotine/Vape Product Usage 52
SUMMARY OF POLICY #222 52
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 53
15.0 Weapons 54
16.0 Vandalism of School Property or the Property of Others 54
17.0 Assault of a Parkland Student or Employee 55
18.0 Unlawful Harassment/Bullying 55
19.0 Hazing 56
20.0 Terroristic Threats/Acts 57
21.0 Fighting 57
22.0 Insubordination 58
23.0 Abusive Language 58
24.0 Failure to Attend Assigned Detention(s) or Removal from Room 58
24.1 Failure to Attend Assigned Saturday Detention(s) or Removal from Room 58
25.0 Additional Infractions 58
26.0 Supplementary Discretionary Discipline 59
27.0 In-School Suspension (Exclusion) 59
28.0 Exclusion Offenses 60
29.0 Searches 60
30.0 Confidential Communications 61
31.0 Co-Curricular Activities Participation 61
31.1 Field Trips 61
32.0 Cooperation with Local Law-Enforcement Agencies 61
33.0 Theft/Larceny 61
34.0 Gangs 61

MESSAGE FROM YOUR ADMINISTRATORS

Welcome to Parkland High School. Parkland High School has a tradition of excellence. 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 2025-2026 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 you, your family, and 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. Nathan T. Davidson** 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: **Dr. Maggie E. Drake, Mrs. Crystal N. George, Dr. Terry M. Meehan, Mrs. Terri M. Plattner, and Mr. Peter F. Sherman** provide administrative and supervisory assistance to the principal; assist in supervising the instructional program; maintain discipline and enforce attendance policies. 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 H. Bammer and Officer Amanda L. Sariego,** South Whitehall Township Police Officers, promote positive rapport with students, which results in strong relationships among the school, police department and the community. They work in a preventative manner with students as well as providing intervention strategies for troubled youth and their parents. In addition, they handle both criminal and non-criminal police matters at Parkland High School.

DIRECTOR OF SAFETY, SECURITY, AND SCHOOL SERVICES: Dr. Anthony M. Naradko supervises safety, security, and school services throughout the Parkland School District, K-12.

ATHLETIC DIRECTOR: **Mr. Andrew Stephens** supervises and administers the interscholastic athletic program.

ASSISTANT ATHLETIC DIRECTOR(S): Mr. Robert Tice and Ms. Kimberly McHenry assists the athletic director in enhancing the interscholastic athletic program.

DIRECTOR OF VISUAL AND PERFORMING ARTS:
Dr. Renee Mosser coordinates the visual and performing arts programs for grades K-12. She is also responsible for scheduling and supervising all Parkland Arts 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 - E

Dr. Terry M. Meehan: F-L

Dr. Maggie E. Drake: M - RON

Mr. Peter F. Sherman: ROO- 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, disability, race, color, national origin, age or religion.

All inquiries regarding this policy should be directed to **Mr. Timothy Chorones,** 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 are 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 a 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 their 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 utilizes 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 if there is insufficient information regarding the purpose and knowledge of the visit.

All visitors must enter through Door #1. If permission is granted, visitors must sign in using the visitor management system using proper ID (Driver's License/REAL ID). An identification badge will be issued to each visitor and must be worn while on the Parkland High School campus. All visitors must be escorted by staff at all times.

ACADEMICS

ACADEMIC 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:

- 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.
- Unauthorized use of AI (Artificial Intelligence) in academic work, which refers to the use of computer algorithms and advanced natural language processing techniques (through sites including, but not limited to, ChatGPT, Poe, NeevaAI, YouChat, etc.) to assist or automate various aspects of the academic writing process. It involves the application of AI technologies to aid students, researchers, and educators in producing high-quality academic content, conducting research, and enhancing the overall writing experience.
- 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.
- Academic dishonesty at a school sponsored club or activity.

Examples of plagiarism include, but are not limited to:

- 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, websites, 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

Examples of offenses may Include, but are not limited to, the following:

- Looking on or at someone else's test or quiz.
- Talking with another student(s) during an in class assessment.
- 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.
- Unauthorized use of AI to generate student work
- Use of someone else's published work such as writings, drawings, artwork, computer programs, websites, applications, etc., that are not one's own.
- 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 - school counselor of the student

- 2nd offense:
    - Student will receive a "0" on the assignment parents, administrator, and counselor are notified.
    - In addition, students may be 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, students 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 and/or school sponsored events.

Level 2 Offenses

Examples of offenses may Include, but are not limited to, the following:

- 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 school counselor are notified.
    - Student may be 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 and/or school sponsored events.

Level 3 Offenses

Examples of offenses may Include, but are not limited to, the following:

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

Consequences:

- Parents, administrator, and school counselor notified.
- Student may be ineligible for participation in all honor societies, including National Honor Society and all subject specific Honor Societies.
- In addition, student will receive a failing grade (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 (or designee) and in the student's file. The student and/or parents/guardians may submit a statement to be maintained on file with any incident. **Finally, note that all academic integrity violations are reportable to colleges/universities during the college application process.**

SCHOOL COUNSELOR ASSIGNMENTS (Based on student's last names)	
Class of 2026 and 2027	**Class of 2028 and 2029**
Mr. Michael Turrell: A - BRN	Mr. Michael Turrell: A - BO
Mr. Eric Roberts: BRO - DES	Mr. Eric Roberts: BR - DIU
Mr. Ryan Hulmes: DET – GAQ	Mr. Ryan Hulmes: DIV – GRE
Mr. Jeremy Gordon: GAR - HOK	Mr. Jeremy Gordon: GRH - KAR
Ms. Bryna Witkowski: HOL - LAK	Ms. Bryna Witkowski: KAS - MARC
Mrs. Jennifer Tabarani: LAL - MIL	Mrs. Jennifer Tabarani: MARD - NT
Ms. Danene Krenicky: MIM - PLN	Ms. Danene Krenicky: NU - RAJ
Mrs. Meredith McGarr: PLO - SCI	Mrs. Meredith McGarr: RAK - SCH
Mr. Lee Rizzotto: SCJ - THE	Mr. Lee Rizzotto: SCI - TOR
Mrs. Christine Thomas: THF – Z	Mrs. Christine Thomas: TOT – Z
Mrs. Allison McPeek: College/Career Counselor	

COUNSELING INFORMATION

School counseling services are available to all students at Parkland High School. Through collaboration among students, families, and school staff, the process of planning for each student's educational and career goals becomes both realistic and meaningful. Students are encouraged to meet with their school counselor to discuss topics related to academic progress, career exploration, or personal and social development. In addition, students are urged to take advantage of the many resources available in the Counseling Office, the College and Career Resource Room, and the school library. These spaces offer valuable information to support both vocational and educational planning for future training and post-secondary opportunities. Parkland High School is committed to recognizing and meeting the unique needs of all learners. School counselors serve as essential partners in guiding each student's journey.

COURSES NOT TAKEN IN PARKLAND HIGH SCHOOL

Students may enroll in courses offered by institutions outside of Parkland High School, including colleges, universities, or other accredited schools. These courses may be taken for a variety of reasons and at different points in a student's academic journey. The following guidelines outline how such courses may be recognized or acknowledged by Parkland.

<u>Courses for Enrichment</u>
Students have the opportunity to complete enrichment courses in the summer for personal growth or to advance in a course sequence.

The following policies apply:

- Students must complete the application process and receive approval from school administration in advance.
- Credits earned through enrichment courses may not be used to satisfy Parkland's graduation requirements.
- An official transcript from the outside institution may be appended to the Parkland High School transcript as a separate record.
- If the enrichment course is intended to qualify a student for placement in a higher-level course at Parkland, the student must take and pass a district-approved final assessment, such as Parkland's final exam, with a score of 85 percent or higher.
- It is the student's responsibility to ensure that the official transcript is submitted to Parkland.
- Grades earned in enrichment courses will not factor into the student's Parkland GPA or cumulative average.
- Please note that students will be placed in the next course in a sequence only if seats are available after students who requested the course during the regular course selection process have been scheduled.

<u>Special Programs During the School Year</u>
Special academic programs may include experiences such as participation in a student foreign exchange program, full-time early admission to a college or university, dual enrollment or other unique learning opportunities. In order to earn a Parkland High School diploma, all graduation requirements, including Parkland's required courses, must still be met. Written administrative approval is required before participating in any such program.

DRIVER EDUCATION

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 the first semester may not be scheduled for the theory course until the 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.

FINAL EXAMS

Parkland High School administers final exams that are included in students' final course averages. Mandatory final exams will be administered in the following subjects: English, Social Studies (including the required half-year courses in Government and Economics that students take during senior year), Science, Mathematics, and World Languages. Final Exams make up 10% of the final grade in a given course. Final Exams can be administered in one of two possible formats: a traditional exam or a project. Teachers will notify students of the final exam format in the given course.

In instances where a traditional exam is administered, it will be taken on a specifically assigned exam day at the end of the school year. (NOTE: For seniors who take half-year Government and Economics classes, traditional final exams during the first semester will be taken on specific days as communicated by the teacher.) On assigned final exam days, 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 final exam grade. Also, students who are absent from a final exam must present a doctor's excuse to make up for the missed exam; otherwise, they will receive a zero.

All students may qualify for an exemption in instances where a traditional final exam is administered. To qualify for an exemption, students must have a 90% average in their course with no marking period grade less than an 80%. (Note that each of the four marking periods equals 22.5% and the final exam equals 10% of the final grade.) Students will be notified of exemption status 48-hours before their scheduled final exam.

Final exams may also be administered in the form of a project. Projects may be a compilation of student work completed throughout the year or even a culminating activity assigned at the end of the course. Teachers will provide students with all project information, including expectation and grading criteria.

In instances where a project is assigned, all students must complete the project, and ***exemptions do not apply if a project is assigned***.

FINAL GRADE CALCULATIONS

Full Year Course

- Each of the 4 marking periods (MP) = 22.5% of the final grade
- Final exam = 10% of the final grade

Formula:
Final Grade = (MP1 × 0.225) + (MP2 × 0.225) + (MP3 × 0.225) + (MP4 × 0.225) + (Final Exam × 0.10)

Example Calculation:

If your scores are: MP1 = 85, MP2 = 78, MP3 = 92, MP4 = 87, Final Exam = 80

Step 1: Multiply each score by its weight

- 85 × 0.225 = 19.13
- 78 × 0.225 = 17.55
- 92 × 0.225 = 20.70
- 87 × 0.225 = 19.58
- 80 × 0.10 = 8.00

Step 2: Add all weighted scores: Final Grade = 19.13 + 17.55 + 20.70 + 19.58 + 8.00 = 84.96

Final Grade: 85%

Semester Course

- There are two consecutive marking periods.
- Each of the 2 marking periods (MP) = 45% of the final grade
- Final exam = 10% of the final grade

Formula:
Final Grade = (MP1 or 3 × 0.45) + (MP2 or 4 × 0.45) + (Final Exam × 0.10)

Example Calculation:

If your scores are: MP1or 3 = 85, MP2 or 4 = 78,Final Exam = 80

Step 1: Multiply each score by its weight

- 85 × 0.45 = 38.25
- 78 × 0.45 = 35.10
- 80 × 0.10 = 8.00

Step 2: Add all weighted scores: Final Grade = 38.25 + 35.10 + 8.00 = 81.35

Final Grade: 81%

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 on the chart that follows. Class rank will not be publicly reported for students.

Letter 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

Quality Point Average

At the end of each marking period, the quality point average is computed for honor roll and/or Principal's list. 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.

GRADUATION REQUIREMENTS

Graduation requirements state that a student must earn **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 Counseling Office and on PHS website under Publications. 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.

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.net.

Pathways to Graduation

Beginning with the Class of 2023, successful completion of the Keystone Exams is one graduation requirement. Act 158 of 2018 shifted some of the reliance from high stakes testing as a graduation requirement to provide alternatives for high school students to demonstrate readiness for post-secondary success. In the past, most of the focus was placed on the Keystone Exams. The Keystone Exams are one way in which students can graduate by showing proficiency; however, Act 158 provides additional pathways to help students meet graduation requirements. The Pathways to Graduation flowchart and graphic as well as an informational video explaining each pathway can be found on our website under Parents >>> Pathways to Graduation

Participation in Graduation Ceremonies

A student who has completed the requirements for graduation may not be denied a diploma as a disciplinary measure, but that student may be denied participation in the ceremony of graduation when personal conduct warrants (as determined by the building principal) and school rules clearly articulate nonparticipation.

Seniors who qualify for their diploma must make sure that they have settled all student debts prior to graduation. Students that do not earn commensurate credits required for graduation are not permitted to participate in the commencement ceremony. Students completing the requirements for graduation are required to attend the commencement rehearsal to participate in the ceremony, unless this provision is waived by the building principal.

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-point 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.

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.

REPORT CARDS

Report cards are issued four times per year and are accessible on eSchool's Home Access Center.

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 for an upcoming school year must be held to a minimum to maintain the integrity and balance of a master schedule. For the 2025-2026 school year, requests made prior to May 30th 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 May 30th:

- Student and parent(s) must complete a *Schedule Change Request Form*. Forms are available in the Counseling Office or on the Parkland High School Website.
- 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.

- The counselor and assigned teacher will review schedule change requests.
- **Semester AND Full year courses** will not be dropped after the first six days of class.

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. Summer school programming is designed as a credit recovery program. Students who successfully complete the summer school course will have a passing grade recorded on their Parkland transcript, with a maximum score of 60%.
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.

TECHNOLOGY

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

The ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS 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. 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 its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District's technology resources.

All employees and students are responsible for the appropriate and lawful use of the District's technology resources. This policy is intended to ensure that all users continue to enjoy access to the District's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

2. Authority

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The District's technology resources are the property of the District. The District provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the District's technology resources. The Superintendent will designate an administrator who will serve as the coordinator and supervisor of the District's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the District's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access District technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology on district-provided devices:

1. Access by minors to inappropriate or harmful content.
2. Prevention of unauthorized access of District technology resources.
3. Prevention of unauthorized disclosure and dissemination of minors' personal information.

3. Definitions

District Technology Resources means all technology owned, operated, and/or licensed by the District, including but not limited to computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, accounts, routers, and networks, including the Internet.

User means anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the District that may use District technology.

4. Guidelines

Unauthorized Use Prohibited
Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District's technology resources, or from monitoring a student's use of the District's technology resources in the student's home as long as it is in adherence to current and future state and federal guidelines including CIPA (Children's Internet Protection Act), COPPA (Children's Online Privacy Protection Act), and FERPA (Family Educational Rights and Privacy Act).

Use of Personal Electronic Devices
The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. Users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

Privacy
The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason. The District may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.

Internet Filtering and CIPA Compliance
The District utilizes content and message filters to prevent users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior and digital citizenship including interacting via learning management systems and social networks, preventing and reporting cyber-bullying, and withholding personal information online.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any District provided technology resource or any of its contents.

General Prohibitions

The following uses of District technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other District policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt District
9. technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
10. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
11. The attempted physical harm or attempted destruction of District technology resources.
12. Use of technology resources in a manner that jeopardizes the security of the District's technology resources, or in a manner that attempts to circumvent any system security measures.
13. 1Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.

14. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
15. Unauthorized access, interference, possession, or distribution of confidential or private information.
16. Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business or educational interests.
17. Use of technology resources to commit plagiarism.
18. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
19. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
20. Copying District software without express authorization from a member of the District's technology staff.
21. Use of technology resources for commercial purposes.
22. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
23. Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
24. The use of proxies or other means to bypass internet content filters and monitoring.
25. The use of technology resources to gamble.
26. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
27. The use of encryption software that has not been previously approved by the District.
28. Sending unsolicited mass-email messages, also known as spam.
29. Scanning the District's technology resources for security vulnerabilities.

5. Delegation of Responsibility

Consequences for Inappropriate Use of District Technology
Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

6. Limitation of Liability

The Superintendent or his/her designee shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all District technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

The District makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the District's technology resources is at the user's own risk.

2.0 PERSONALIZED LEARNING DEVICES

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

- Although Chromebooks are personally assigned to students, they remain the property of Parkland School District, no different than a textbook.
- As Parkland School District property, the district will be the sole coordinator for repairs and replacements, regardless of circumstance.
- Students are expected to come to school with a fully charged Chromebook every day. If students fail to meet this expectation, a spare Chromebook **WILL NOT** be loaned to them.
- Students should use reasonable care not to cause intentional damage or deface the Chromebook or its accessories.
- No permanent decals are to be applied.
- 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.
- Upon graduating or withdrawing from the district, a student must return their Chromebook to an employee from the Parkland Technology Department.

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

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 progressive disciplinary consequences proportional to the offense.

Students are no longer permitted to use their personally-owned devices such as laptops, tablets, and cell phones during instructional times during the school day. Students will be required to use their Parkland-owned devices. These devices, whether Chromebooks or computer lab workstations, have the necessary resources to support the academic needs of each department. Please note that these devices are to be used exclusively for educational purposes.

Open-Campus Guest Wifi is not available for students on personally-owned devices, including cell phones. Access to electronic devices during instructional time is only permissible pursuant to the Electronic Devices Policy #237 where permission is granted by the building administrator as an exception.

3.0 CHROMEBOOK LOSS/DAMAGE STANDARD REPAIR PLAN

Students must submit a support ticket to initiate the Chromebook repair or replacement process. When a Chromebook is damaged by negligence or accidental behavior, the student/parent/guardian will be charged **Standard Repair Plan (SRP)** fees, not to exceed the replacement cost of the Chromebook. If a Chromebook is lost or stolen, the full device replacement fee will be assessed. Parkland Administration reserves the right to make the final decision regarding any applicable fees.

All damages to Chromebooks will be documented, and an invoice will be issued to parents/guardians for the SRP fees. Students will be issued a loaner Chromebook until the repair is complete. Online payments can be made through MySchoolBucks.com.

Students who lose or damage a Parkland issued Chromebook accessory, such as a charger or stylus (if applicable), may purchase a replacement from the Student Store or Media Center.

Optional Chromebook Device Protection Plan ($20/year)

An optional **Device Protection Plan (DPP)** will be available for $20 per year with open enrollment ending **September 30, 2025.** Students who enroll in a Parkland school after September 30 will have 45 days from their individual start date to enroll in the DPP plan. Otherwise, the Standard Repair Plan (SRP) will apply as outlined above.

DPP will be available to purchase through the student's account on MySchoolBucks.com. DPP does not provide coverage for lost/stolen chromebooks, intentional damages, damages caused by misuse, or previously unpaid invoices. In these instances, SRP fees will apply as determined by Administration. DPP does not cover Chromebook accessories such as the charger or stylus.

DPP Coverage will include:

1st accidental damage - Tech Dept. will repair or issue a replacement Chromebook at no charge

2nd accidental damage - Tech Dept. will repair or issue a replacement Chromebook at no charge

3rd and subsequent accidental damages - Parents/Guardians will be invoiced for the standard repair cost of the damaged Chromebook, standard repair or replacement fees will apply

4.0 EDUCATIONAL TECHNOLOGY TOOLS

Every student will have accounts created for them in our core instructional tools such as Clever Portal, Schoology, and Google Workspace for Education. Additionally, teachers may use supplemental resources that students access with a class code or the "Sign in with Google" Button such as Nearpod, Edpuzzle, or WeVideo. A list of district approved applications can be found at www.parklandsd.org/ready. Applications may be updated or changed throughout the school year. The district reviews applications teachers use with students to ensure appropriate terms of use, student data privacy, and security requirements are met. For cybersecurity, access to district systems will only be permitted from the United States.

Google Workspace for Education is a set of education productivity tools from Google including Drive, Docs, Sheets, Slides and more used by tens of millions of students and teachers around the world. At Parkland, students will use their Google Workspace for Education accounts to sign into their Chromebooks, complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads for K-12 users. For more information on Google's Educational Privacy & Security considerations, visit https://www.google.com/edu/trust/.

5.0 MONITORING OF STUDENT ONLINE ACTIVITY

Parkland teachers may use classroom management software to monitor and/or restrict browsing activity for students in their classes, which includes the logging of web traffic and viewing of student screens. Classroom management software is active only during the school day while students are on the district network**.** While this software can monitor screen activity, it is not capable of remotely activating the webcam or microphone input. Teachers have the right, but not the obligation to monitor student online activity as needed to keep students on-task and successful.

This classroom management software is in addition to web filtering software, which monitors and restricts student access to inappropriate websites on all devices at all times, on and off-campus.

We strongly recommend students **DO NOT** sync their Parkland Google accounts (@parklandsd.net) to Chrome profiles on personally-owned devices, which will enable the district's web-filtering and classroom management extensions. Students may access their Parkland accounts on personal devices without loading these extensions simply by visiting the Clever Portal at http://clever.parklandsd.org and signing in without syncing their Chrome profile.

6.0 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN EDUCATION

SUMMARY of POLICY #815.3

Parkland School District's Acceptable Use of Generative Artificial Intelligence In Education consists of ten sections: Purpose, Authority, Definitions, Delegation of Responsibility, Guidelines, Ethical Considerations, Academic Integrity, Copyright, AI-Generated Content Verification, and Consequences for Inappropriate Use.

Purpose

The district recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience. This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational environment.

Authority

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and student expression.

Definitions

AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.
Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this policy.
Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

Delegation of Responsibility
The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families. The district shall inform staff, students, parents/guardians and other users about this policy by posting on the district website and by other efficient methods.

Generative AI tools and resources used in district schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the Superintendent and/or designee.

The Board directs that only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring and security standards.

Guidelines
The district shall provide training for students, which may include, but not be limited to:

1. Establishment of expectations regarding the ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to disclose use and cite Generative AI resources.
5. The importance of not disclosing personally identifiable information when using an open-source Generative AI tool or resource.

Ethical Considerations
The district shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the district's prohibitions against discrimination, harassment, bullying, bias and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.

Academic Integrity
The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.

Students shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI

resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Copyright
Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

AI-Generated Content Verification
Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Consequences for Inappropriate Use
Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.Students must immediately report any violations or suspicious activity to the building principal.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts. Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. This policy shall also apply to student conduct that occurs off school property or during non school hours to the same extent as provided in Board policy on student discipline.

ATHLETICS

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 online.

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 the 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.

OPERATIONS

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 administrators in charge.
3. Students should form orderly lines at the various serving areas and should not cut in line.
4. Backpacks are not permitted within the serving areas.
5. Students must return trays to the proper location.
6. Students must clear their tables and place trash in the proper receptacles provided.
7. Throwing of food, etc. is strictly prohibited.
8. Students must remain seated at their tables until the designated time for dismissal and/or the administrators on duty dismiss them.
9. Loud, boisterous conduct of any kind will not be tolerated.
10. 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 & Free Meals

- Breakfast and lunch are served in the Cafeteria and are part of the National School Breakfast and Lunch Programs. The meal patterns required by the program 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. For a student to receive a substitute for their milk, a current physician's statement must be on file with the Food Services 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 are not accepted at the building level. Parents are encouraged to create an online account at www.schoolcafe.com/ParklandSD in order to view their child's purchase history,

receive low balance notifications, or deposit money using a credit or debit card. Payments can also be made via cash or check and sent to the food services office. Checks should be made payable to PSD Cafeteria.

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

Free and Reduced Meals

- Title I is one of the largest federal aid programs for elementary and secondary schools. School districts utilize Title I funds to pay for educational services and materials for students. Qualifications for Title I funds and extra educational services are proportionately connected to the National School Lunch Program.
- The application for free or reduced-price meals is available at www.schoolcafe.com. A new application must be completed and submitted electronically to the Food Services office each school year. Following review of each application, parents/guardians are notified of the child's eligibility. Any student who was eligible for free or reduced-price meal benefits at the end of a school year will begin the next school year at the same level. Parents/guardians must complete a new application for the current school year as soon as possible. Carry-over benefits will expire 30 calendar days from the first day of school.

DISPLAYS OF AFFECTION

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

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.

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.

HEALTH ROOM INFORMATION

The health room is located near the cafeteria. School nurses are available 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 their teacher 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 or call parent(s) to pick them up from school without visiting the Health Room for assessment**. A student who is ill may not leave the building without the nurse's permission and parental consent. If a student does leave without the nurse's permission, it would be deemed an unexcused absence. 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.
- If a student is on doctor notes due to excessive absences and going home from the nurse, the nurse can still request a note from the doctor for the student to be excused.
- 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 and physician 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 is necessary for a student to take medication(s) in school, the medication(s) shall be placed 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. Medications must be brought to/from school by a parent or other adult. The only exceptions to this rule are: Epi Pens, Asthma Inhalers and Diabetic supplies - NO OTHER EXCEPTIONS WILL BE MADE. The medication may not be sent with the student and the appropriate form must be on file prior to the medication being administered at the school.

All prescription and non-prescription medications must be delivered to the school nurse by a parent/guardian and picked up by the parent/guardian at the end of the school year. 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.

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 medication authorization forms to be 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.

Student Self-Administration

- Students may self-administer/carry the following medications in school provided the proper documentation/signatures have been provided: Diabetic medications, Asthma inhalers, and Epinephrine auto injectors (EpiPens & Auvi Q.)

Health Examinations & Immunizations

- In compliance with the School Code, the Board requires that students in the Parkland School District submit physical and dental examinations. Each student must provide proof of a comprehensive physical exam during their eleventh grade year. Students have the option to receive a free, in-school physical examination with the school physician, or may provide proof of a private physical examination with their personal health care provider. Proof of physical examination must be provided by May 1st of their eleventh grade year.

The Pennsylvania Department of Health's updated guidelines are as follows:

- 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.
- Students may have five days from the start of the school year to obtain these required immunizations or be excluded.

The school nurse reviews all immunizations records and will send home information based on specific student needs. If a student fails to comply with PA Department of Health policies, that student will be excluded from school.

Application of Nonprescription Sunscreen

- Sun protective clothing is permitted for outdoor activities. Clothing is still subject to the Dress Code Policy 221.
- Students may use a non-aerosol topical sunscreen, without a doctor note, by meeting the following criteria:
    - Non-aerosol topical sunscreen is FDA approved
    - Completion of the parent and student sunscreen forms
    - Student demonstrates ability to self-apply, handle and dispose of product

Contact the school nurse for further directions and forms. The district is not responsible for ensuring the non-aerosol sunscreen product is applied by the student.

- The district may revoke or restrict the possession, application or use of a non-aerosol topical sunscreen product by a student if any of the following occurs.
- The student fails to comply with school rules concerning possession, application or use of the non-aerosol topical sunscreen product.
- The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

Students who are unable to self-apply sunscreen will require an order from their primary care physician along with parental permission as with any over the counter medication. Please speak with your building school nurse for more information.

LIBRARY POLICIES/PROCEDURES

The library/research center offers the most advanced technology available. Current 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. 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 into the library, and that they observe the following rules:

1. Cell phones must be silenced.
2. 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 three weeks and may be renewed if no other borrowers are waiting for them.
3. 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.

Library Hours: Monday – Friday: 7:20 am - 4:30 pm

The library staff is here to assist you in any way possible. Just ask for help. Students using the library after school must be in the library by 3:05pm and must remain until the 4:30 pm bus or parent pick-up. On early dismissal days and the day before a holiday, the library will be closed after dismissal.

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.

LOCKERS

Each freshman student will be assigned his/her own locker. Upperclassmen must request a locker. Students will maintain lockers for one year only. Lockers are not to be shared, and combinations must be kept confidential at all times. Locks and lockers that 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 ensure 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.

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.

Per Policy 226: School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Parking permits will be issued to students at a cost of $20.00 for the 2024-2025 school term. Failure to obtain a parking permit will result in a Saturday Detention. Repeated violations will be treated as insubordination and parking privileges may be revoked for the current academic year. Revenue generated from parking permits will benefit the Parkland High School Post Prom Committee.

SIGN-IN/SIGN-OUT PROCEDURES

STUDENT LEAVE OF ABSENCE PERMIT FORM

Students who are going to miss a part of a day, an entire day or multiple days of school must fill out a *Student Leave of Absence Permit Form* which can be found on the Parkland High School website under About and Forms and Publications. This form must be 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 Form)***

Students who arrive late to school (after 7:40am) must report to the main office rotunda area to sign in. Any student who arrives after 8:10am must sign in at the attendance desk, located inside of the main office and receive a pass to go to their assigned class. 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 listed in our sign out books which keeps record of when the student leaves, where the student is going to, and updated upon their arrival.

EARLY LEAVE

Students scheduled for a study hall during ninth period or both eighth and ninth periods have the option to complete the **Late Start/Early Leave Form,** which is found online on the Parkland High School website under "About" and "Forms and Publications." Students must obtain permission to leave the building instead of attending their study hall(s). ***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. An early dismissal request form must be completed online at the start of semester 1 and again for semester 2 before the student may utilize the late arrival privilege.
2. 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 START

Students scheduled for a study hall during first period or both first and second periods, have the option to complete the **Late Start/Early Leave Form,** which is found online on the Parkland High School website under "About" and "Forms and Publications," to obtain permission to arrive late instead of attending their study hall(s). ***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-start procedure:

1. A late start request form must be completed online at the start of semester 1 and again for semester 2 before the student may utilize the late arrival privilege.

2. Students may enter the building to use the library if a pass is obtained from a classroom teacher.

3. It is the sole responsibility of the student choosing to arrive late to obtain any homeroom information that he/she may have missed.

4. If a student is tardy three or more times after the designated late arrival time, late arrival privileges may be suspended or revoked.

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. The student is responsible for any damaged or lost books.

WITHDRAWAL FROM SCHOOL

The statute requires attendance of each student between the ages of six and eighteen, 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.

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 is prohibited in study halls.
9. Cell phones are allowed to be used while in silent mode and only send and receive text messages.
10. Socializing/talking is prohibited in study hall.
11. All students will have assigned seats in study hall.

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

STUDENT SERVICES

ACCESSIBILITY & ACCOMMODATIONS

In compliance with state and federal law, the Parkland School District will provide to each student eligible under PA Code Chapter 15, 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 under PA Code Chapter 15, 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 under PA Code Chapter 15 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 under PA Code Chapter 15, contact Dr. Matthew Carlson**,** Director of Student Services, at 610-351-5555.

All district schools provide accessibility for people with disabilities. Adults with disabilities 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 individuals with disabilities should be directed to the Office of the Assistant Superintendent at 610-351-5505.

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.

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.

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

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 in 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**

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

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 need 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; Intellectual Disability; 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 need 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 **Dr. Matthew A. Carlson,** Director of Student Services, 2619 Stadium Drive, Orefield, PA 18069.

SAFE TO SAY SOMETHING

This program, mandated under Pennsylvania Act 44 to be implemented in all school districts, teaches students and staff how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others. Further, it educates them to **SAY SOMETHING** to a trusted adult OR to use the Safe2Say anonymous reporting system. Please read below for basic information about the program and for details on how to report a tip.

What does the Safe2Say program educate participants to do?

- Recognize the signs and signals of at-risk behaviors - especially within social media.
- Take every sign and signal seriously and act quickly to get help by talking to a trusted adult OR by reporting it anonymously through the Safe2Say reporting system.
- Respond to and manage the submitted tip via school-based multi-disciplinary educator and administrator teams.

How can someone report an anonymous tip through the Safe2Say reporting system? Adults and youth are able to report tips anonymously through the Office of Attorney General's 24/7 Crisis Center (1-844-SAF2SAY), through a mobile app (apple and android), or through Pennsylvania's Safe2Say Something website (www.safe2saypa.org). Examples that may be reported through Safe2Say include, but are not limited to, information regarding student safety, substance abuse, or potential threats to individuals or to our school facilities.

What happens once a report is received through Safe2Say? According to materials from the state, once a report is received, it is reviewed by a crisis center analyst, triaged and categorized as either life safety or non-life safety, and sent to law enforcement (as needed) and school officials via text, email, and/or phone call within seconds. School officials and law enforcement (when appropriate) will intervene and provide an appropriate response.

This reporting platform is not intended to be, or serve as, an emergency hotline or email for situations of imminent danger. If you need immediate assistance and/or are reporting an emergency or event that could immediately affect the safety of a student or the school community, please dial 911.

Threat Assessment Teams

Act 18 of 2019 required each school entity to establish for the 2021-22 school year and maintain each school year forward at least one threat assessment team for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. The law also establishes notification and referral requirements and procedures when a team makes a preliminary determination that a student's behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. In order to carry out its duties, the threat assessment team must be given access to certain student data that is usually kept confidential, to the extent such access is permissible under federal law. County agencies and departments are required to consult with the threat assessment team in order to help the team carry out its duties, to the extent such agencies can do so in compliance with various state and federal laws.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is designed to identify students who are experiencing barriers to learning. SAP coordinators possess extensive experience in assisting students who might need extra help during their high school careers. The program 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. The SAP team has a variety of in-school services that can be found on the Parkland High School website under the SAP link. These services include recorded seminars, announcements on educational support groups, mindfulness training, and other services.

For further information or to get involved in one of our support groups, contact: **Mrs. Andrea Greth or Mrs. Allison McPeek** at 610-351-5600 x73114.

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 parents of eligible students 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 to 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, 2619 Stadium Drive, Orefield, PA 18069, 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.

PHS CODE OF STUDENT CONDUCT

1.0 Free Education and Attendance

All persons residing in the Commonwealth between the ages of 6 and 22 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 and all associated online educational programming (Parkland Virtual Academy):

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) online form found on PHS website under About, then Forms and Publication entitled "Student Leave of Absence Form" 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 form is not presented, the absence will be considered "unexcused/unlawful." (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 either by phone and/or by email.

b. Homework requests should be directed to the Counseling 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 17 years of age and younger will be marked unlawfully absent, while students 18 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. A referral to the magistrate (under 18 years of age). All students who are under the age of 18, 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.

2. All unlawful/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 eighteen 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.

1. **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.
2. **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.

3. Student is Habitually Truant

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

1. Will require the student to participate in the PHS SAP Seminar, "Healthy Attendance, Healthy Student."
    a. This seminar will address the reasons that students struggle to attend school and provide strategies and coping skills to maintain appropriate attendance. This seminar could lead to further referral of services through the PHS SAP team.
2. Shall refer the student to:
    a. A school-based or community-based attendance improvement program; or
    b. The local Children and Youth Agency

3. 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.

4. 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.

5. **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 act 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.
6. **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.net.
7. **Physician's Excuse Requirement:** After ten (10) days of absence from school in any one school term, a Physician's Certificate of Illness (Doctor's Excuse) will be required for any or all future absences. Any future 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.
8. **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 that could be **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 PM or on school holidays). **ANY** dismissal before 2:53pm must be requested with a **Student Leave of Absence Permit**, found on the PHS website. When completed, this permit must be emailed to the attendance office before the start of the school day (7:40am) and must:
    1. List First and last name of student and Student ID #
    2. Be dated and specify the student's departure time.
    3. Give a valid reason for the dismissal.
    4. Be signed by and emailed by the parent/guardian and include a phone number where the parent/guardian can be reached.
    5. 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.

1. Parents/guardians requesting an early dismissal **without** a permit **must** be listed on the student's guardian information.
2. As part of the sign-out procedure, parents/guardians must fill out the permit form at the High School and possess proper identification for their student to be released to them.

Students must present documentation of the appointment upon returning to school. Failure to follow this procedure may result in the student being denied leave from 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 doctor's note, 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/unlawful.

1. **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 could be subject to the approval of an administrator**. A **Student Leave of Absence Permit for approval of travel must be emailed to Attendance**. This form is available on the Parkland High School website. 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 students be removed from the rolls. Upon return to school students must report to the Registrar to re-activate the schedule.

HOMELESS RIGHTS

The McKinney-Vento Homeless Assistance Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

Students in homeless situations have the right to:

- Be identified as homeless and received Title I services
- Be immediately enrolled in school despite their unstable housing situation and despite their inability to produce documents ordinarily required of students who have a permanent residence
- Receive assistance in procuring school records
- Be allowed to stay in the school they attended when they became homeless or the school in which they were last enrolled (called school of origin)

- Be transported from their current place of residence to the school of origin to reduce the need for them to transfer from school to school
- Receive free school breakfast and lunch
- Receive referrals to medical, mental health, dental, and other appropriate services
- Receive assistance in acquiring school supplies, standard dress or uniforms, backpacks, and other provisions needed to succeed in school.

For more information or questions regarding the McKinney-Vento Homeless Assistance Act or its provisions, please contact the **Parkland School District Homeless Liaison: Dr. Michelle Minotti (610)351-5524.**

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:

- Libel any specific person or persons.
- 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.
- Use obscene, lewd, vulgar, or profane language- whether verbal, written, or symbolic.
- Incite violence, advocate the use of force, or encourage the violation of law, district policy or school regulations.
- Materially and substantially interfere with the educational process, including school activities, schoolwork, 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.
- Materially and substantially threaten serious harm to the school community.
- Materially and substantially encourage unlawful activity
- Interfere with the rights of others.

- 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.

Parkland High School follows progressive steps in assigning disciplinary consequences for violations of the Code for Student Conduct and Board policy. This is to ensure that all students are treated fairly and equally regarding discipline issues.

Deliberate and/or repeated disregard for, or violation of, student responsibilities may be cause for a student to receive a disciplinary consequence from school administrators in accordance with provisions of the Code for Student Conduct and Board policy.

<u>Disciplinary Consequences</u>

Lunch Detention

Lunch detentions take place Monday through Friday during a student's scheduled lunch period. A student assigned lunch detention will report to Room C130 before the bell rings. That student will eat lunch in the classroom and be supervised by a staff member. Students receiving lunch detention must remain silent for the duration of the period and are prohibited from using electronic devices. They are permitted to complete schoolwork as assigned by their classroom teachers. Students will have the opportunity to purchase lunch from the cafeteria once they are marked present in the lunch detention classroom.

After School Detention
After School detentions take place Monday through Thursday from 3:00-4:20 pm in Room B123. A student assigned after school detention will report to Room B123 at or before 3:00pm. That student will be supervised by a staff member. Students receiving after school detention must remain silent from 3:00-4:20 pm and are prohibited from using cell phones. They are permitted to complete schoolwork as assigned by their classroom teachers.

Saturday Detention
Saturday detentions typically take place twice a month from 8-11 am in the PHS Library. A student assigned Saturday Detention will enter through the PHS Main Entrance and report to the PHS Main Lobby no later than 8am to serve the detention. That student will be escorted to the PHS Library and supervised by a staff member. Students receiving Saturday detention must remain silent from 8-11 am and are prohibited from using cell phones. Students are permitted to complete schoolwork as assigned by their classroom teachers.

In School Suspension
In School Suspension (ISS) takes place Monday through Friday in Room C148. The purpose of ISS is to allow the student to continue academic work while on suspension from school. The program will include periodic visits from counselors and school personnel.

Students who receive ISS are prohibited from participating in all school-sponsored activities and sports during the suspension period. Suspended students become eligible for participation in school-sponsored activities/sports on the next calendar day immediately following the last day of suspension.

Any unacceptable behavior in the ISS room may dictate immediate removal from the room and an out of school suspension (OSS) assigned.

Out of School Suspension
Out of School Suspension (OSS) is a temporary, complete exclusion from school and school activities. OSS can range from one (1) day to ten (10) days in length. Students who receive OSS are prohibited from being on school district property for the duration of the suspension. Students who receive OSS are prohibited from participating in all school-sponsored activities and sports during the suspension period. Suspended students become eligible for participation in school-sponsored activities/sports on the next calendar day immediately following the last day of suspension.

Any student facing the possibility of a three to ten (3-10) day suspension from school will be offered the opportunity to participate in an Informal Due Process hearing. The hearing allows for the student to be granted due process when facing the possibility of greater than three days suspension. The building principal or designee will determine the final length of exclusion based on the information presented at the hearing.

If a student accumulates 20 days of suspension, they will be referred to the assistant superintendent for a discipline review and the potential for additional disciplinary action.

5.0 Electronic Devices

Unauthorized usage of electronic devices will result in disciplinary consequences which would be assigned by an administrator. The school is not responsible for lost or stolen electronic devices.

CELL PHONE POLICY

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

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

- Students may be in possession of cell phones during school hours. Cell phones **must** be silent while students are in the classroom. If a phone disrupts learning activities, disciplinary consequences will result.
    - First offense- Teacher Warning
    - Second offense- Teacher/Parent phone call
    - Third offense- After school detention
    - Fourth offense- Two after school detentions
    - Fifth offense- Saturday Detention and admin phone call home/plan for cell phone
    - Sixth and each subsequent offense-Two Saturday Detentions
- Students may not use cell phones during classes (unless directed to do so by their teacher for an educational purpose) and/or at detention.
- Students may send and receive texts from their cell phones during their assigned lunch period, during study hall, and in between class periods.
- **If a phone call must be made, phones are available in the main office.**
- Students are not permitted to use cell phones for the purpose of taking pictures or videos in any Parkland school. For more detail, see *Cell Phones* section below. Failure to comply will result in the penalties found below.

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 the 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 their cell phones to silent mode. Cell phone rings and/or conversations are disruptive and disrespectful.
- Cell phones MUST be silenced 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.

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.

- Absolutely no cell phones/electronic devices may be accessible and/or on during any assessment. This includes texting from or checking a cell phone during the 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.*

Pictures/Videos

- Cell phones may not be used to take pictures/videos during and after school hours, on school grounds or at school district sponsored events. Cell phones are NOT allowed to be used to take pictures/videos 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 and/or videos taken will determine the severity of the punishment. If pictures and/or videos are taken in the classroom, in the bathroom or locker room, it would be suspension worthy. If pictures and/or videos are deemed inappropriate, legal action will be taken.

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.
- 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, bonnets/satin caps, and all other headgear may not be after the school day begins at 7:40am. Such items shall be put away until the end of the school 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 the 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 progressive disciplinary consequences issued by 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 Offense:** Two Saturday detentions.
- **Third, Fourth, & Fifth Offense:** One to two days in-school suspensions (1-2 ISS). After the third offense, students will lose early dismissal or late arrival privilege for the semester. After the fifth offense, students will lose early dismissal or late arrival privilege for the year.
- **Sixth & Seventh Offense:** Three in-school suspensions (3 ISS). After the sixth offense, students will lose driving privilege for the semester. After the seventh offense, students will lose driving privilege for the year.
- **Eighth Offense and Subsequent Offenses:** Three to ten days of 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.
- **Ten or More Unexcused Class Periods:** May result in students being denied credit for the course/class.

Note: Study halls, homeroom, 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:

- **First Offense:** One day exclusion from school (ISS).
- **Second Offense:** Three day exclusion from school (ISS) and no driving privileges for the semester.
- **Third Offense:** Three to ten day exclusion from school (3-10 OSS) and no driving privileges for the year.
- **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 days 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/Tardy to Class Procedures

- Students arriving late to an assigned class or area without an admission slip are considered late. Any student arriving late must have a signed pass from a teacher, counselor, staff member, or administrator.

9.1 Late/Tardy to School Procedures

- Students arriving late to school must sign in at the main office. Students will receive late slips as noted above (9.0) and should provide a parent-signed excusal note claiming illness or doctor's note from an appointment. Excessive tardiness may result in students being required to provide medical documentation.
- 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.
- 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 slip**s, tardy slips or a combination of either (late to class and/or school) in one quarter 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. **Unexcused Late Arrivals to School (after first period):** Will be treated as a class cut.

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. In addition, for identification purposes, School IDs are used for admittance to the library, to attain lunches, and for various school-sponsored events, such as dances.

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 progressive 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:

- Smoke, vape, eat or drink on the bus
- Engage in scuffling, fighting or other unwarranted behavior
- Use profane, foul or indecent language
- Use the emergency exit unless directed to do so by the driver
- Tamper with the bus or any of its equipment
- Regulate windows unless permitted to do so by the driver
- Extend any part or their bodies out of the window
- Throw any object(s) on the bus or out of the window
- Litter the floor of the bus or the seats
- Stand, walk, change seats while the bus is in motion
- Place any articles in aisles or in front of the emergency exit
- Carry or use any potentially dangerous objects including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.
- Transport any animal
- Enter or exit at any but their own designated bus stop unless given written permission by a school official
- 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.

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

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.

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 drones, motorcycles, E-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 by filling out Student Parking Registration Form on PHS website to obtain a parking permit from the Main Office.** Parking permits will be issued to students at a cost of $20.00 for the entire school term. Failure to obtain a parking permit will result in a Saturday Detention. Repeated violations will be treated as insubordination and parking privileges may be revoked for the current academic year. 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 progressive 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 progressive disciplinary consequences that may include removal of parking privileges and the possibility of fines. Any activity in violation of the school policy involving use of the vehicle will lead to progressive disciplinary consequences that may include revoking parking privileges and the possibility of referral to the local police.

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

13.0 Tobacco/Nicotine/Vape Product Usage

The Parkland School District has declared all District property and buildings to be "smoke free." Therefore, no smoking, vaping, and tobacco/nicotine usage is permitted in the high school building or anywhere on campus at any time. The School Board has adopted Policy 222 that prohibits the possession, use, purchase, sale or distribution of tobacco products including nicotine on school property, on school district transportation vehicles and at any school sponsored activity (see page 4). Parents/Guardians will be notified of any violation of the Policy and the District's decision to initiate a prosecution or refer the matter to local law enforcement.

Students violating this policy will be subject to the following consequences:

- **First Offense:** One day of exclusion (in school or out of school), citation issued to South Whitehall Township PD, and SAP referral made.
- **Second Offense:** Two days of exclusion (in school or out of school) citation issued to South Whitehall Township PD, and SAP referral made.
- **Third Offense and Subsequent Offenses:** Further exclusions (in school or out of school), the duration of which will be based on administrative discretion.

All discipline may include a prosecution before a Magistrate Judge in accordance with Pennsylvania law and Policy 222. Under Pennsylvania law and Policy 222 a student who commits an offense related to a tobacco product is subject to prosecution initiated by the School District or by local law enforcement including the District's School Resource Officer. If convicted, the student may be sentenced to pay a fine and court costs. Instead of paying a fine, the Court has discretion to admit the student to an adjudication alternative. The offense is classified as a summary under Pennsylvania law, but shall not constitute a criminal offense of record or it is reportable as a criminal act. However, the School District will report the offense under its annual report to the Office for Safe Schools without disclosure of personal identifiable information, unless disclosure is otherwise required by law.

SUMMARY OF POLICY #222

The School Board has adopted Policy 222 that prohibits the possession, use, purchase, sale or distribution of tobacco, and vaping products including nicotine on school property, on school district

transportation vehicles and at any school sponsored activity. Policy 222 is available for review during school hours at the School District's administrative offices and at any time on the School District's website. The Student Handbook provides a summary of Policy 222, but the full text of the Policy should be read by parents/guardians and students.

Under Policy 222 students are prohibited from possession, use, purchase, sale or distribution of tobacco and vaping products regardless of whether such products contain tobacco or nicotine.

The prohibition regarding tobacco products applies at any time when a student is in a school building; in any vehicle being used for school transportation; on any property owned, leased or controlled by the School District; or at school-sponsored activity that is held off school property.

The Policy has a definition for "tobacco product". The definition is broadly defined to encompass not only tobacco but also vaping devices and other electronic cigarettes. The definition includes any product made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

The definition includes any electronic device that delivers a tobacco product or other substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

The Policy prohibitions include a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products; smokeless tobacco in any form; "smokeless" cigarettes, vapes or vape cartridges, or E-smoking devices.

Under the Guidelines of Policy 222, the prohibition of tobacco products includes student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, (except as authorized in the Board's Medication policy) and the possession of any form of medical marijuana. Policy 222 authorizes the confiscation and disposal of products prohibited under the Policy.

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:

- An informal due process hearing with the building principal or designee which will result in a 3-10 day suspension from school.
- An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
- Students will be recommended to obtain a PHS SAP assessment through the Mid-Atlantic Rehabilitation Services (MARS) in order to move them in the direction of cessation. Students

will also be required to participate in a group that addresses use and cessation through the PHS SAP team.

- 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, backpack, 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.

Consequences

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

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:

- Exclusion from school for a period of time to be based on the discretion of the administration
- Required to make full and complete restitution for all damages
- Referral to the proper law-enforcement authorities

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:

- An informal due process hearing with the building principal or designee which will result in a 3-10 day suspension from school.
- An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
- 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 disability that create an intimidating, hostile or offensive educational environment.

Bullying means an intentional electronic (cyber), written, verbal or physical act or series of acts directed at another student or students, in a school setting, that is 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 and/or cyberbullying occurring outside of the school with no connection to the school setting should be referred to law enforcement.

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 grievances 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, written, or electronic abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual: jokes, 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.

Violations:

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

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.

- An informal due process hearing with the building principal or designee which will result in a 3-10 day suspension from school.

- An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
- Referral to the Student Assistance Program (SAP) for evaluation.
- Referral to the proper law-enforcement authority.

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:

- An informal due process hearing with the building principal or designee which will result in a 3-10 day suspension from school.
- An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
- Referral to the Student Assistance Program (SAP) for evaluation.
- 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) A threat assessment will be conducted by school personnel
2) Immediate exclusion from school
3) The incident will be reported to the Superintendent
4) Based on a further investigation, the Superintendent may report the student to law enforcement officials
5) The principal may inform any person directly referenced or affected by the terroristic threat
6) 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:

- An informal due process hearing with the building principal or designee which will result in a 3-10 day suspension from school.

- An extended exclusion or permanent exclusion from school at the discretion of the administration/Board of School Directors.
- 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 found to be insubordinate to a Parkland School District employee during the performance of his/her regular duties, Will received progressive discipline based on the circumstances and severity of the offense.

23.0 Abusive Language

A student who uses abusive, foul or otherwise offensive language while under the jurisdiction of the Parkland School District will receive progressive discipline based on the circumstances and severity of the offense.

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

All students who are assigned lunch or after-school detention 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:

- **First Offense:** One Saturday detention
- **Second Offense:** Two Saturday detentions
- **Third Offense:** One day exclusion from school (ISS)
- **Fourth Offense:** Two days exclusion from school (2 ISS)
- **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 days out of school suspensions are determined by the administrator in charge of the informal due process 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 8:00am - 11:00am.

- **First Offense:** Two Saturday detentions
- **Second Offense:** One day exclusion from school (ISS)
- **Third Offense:** Three days exclusion from school (3 ISS)
- **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 days out of school suspensions are determined by the administrator in charge of the informal due process 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 receive progressive discipline based on the circumstances and severity of the offense.

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:

- Lunch detention
- Detention after school
- Saturday detention
- Exclusion overnight
- Exclusion in school (ISS)
- Exclusion from school (OSS)
- Referral to PHS SAP Services: Mentoring, Seminars, and/or Assessment through the Mid-Atlantic Rehabilitation Services.
- Referral to local law enforcement
- Expulsion

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 additional 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.

If a student receives four (4) or more in-school suspension days, they will be required to participate in the PHS SAP team Mentoring Program and/or a Seminar on making appropriate choices. This could be provided in a small group format.

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 and motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy, or school rules, and/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.

Failure to comply with a reasonable search conducted by a school district official will result in additional disciplinary consequences up to and including suspension and/or expulsion from school.

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. 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:

- 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.
- 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.
- Students are not permitted to participate in co-curricular activities while excluded from school.
- 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.

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 Portfolio found through Xello. 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.
- 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 a 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.