



PALMERTON AREA
SENIOR HIGH SCHOOL
STUDENT HANDBOOK/
CODE OF CONDUCT
2026 - 2027

PAHS Student Handbook – August 2026

Dear Students and Parents/Guardians,

Welcome to our school community. While the field of education continues to evolve, one thing has remained constant: schools are most successful when parents are actively involved in their child's education. We hope our school provides your family with a safe, welcoming, and supportive environment. Our goal at the high school is to create the safe environment possible while delivering a quality education, regardless of the obstacles we may face. We remain focused on all the important aspects of high school learning, including academics, socialization, and student decision-making skills, both in the classroom and through participation in athletics, clubs, and other activities. There is no doubt that we need your support to accomplish these goals. If you have a question about a rule, regulation, or any other item contained in this Handbook, please do not hesitate to contact us. Children and teenagers need structure and discipline. Our objective is to develop behaviors and habits that will serve students well in the real world. This is a high school setting, and our goal is to prepare students for life in an ever-changing world. We need your assistance at home to support us in this effort.

Again, we value your partnership. We encourage you to continue being your child's strongest advocate while also supporting the development of responsibility, accountability, and independence. When families and schools work together to reinforce these important life skills, students are better prepared for success both in school and beyond.

This Handbook has been prepared to serve as a reference for students and families. Each year, we review discipline data and evaluate our practices to identify opportunities for improvement and to promote a safe, respectful, and positive learning environment. As a result, procedures and consequences may be revised when we determine that changes will better support student success. The information contained in this Handbook also reflects School Board-approved policies.

Please familiarize yourself with the student rights and responsibilities described herein. This Handbook applies to all students participating in a Palmerton Area Senior High School education program, including those attending BBA (Blue Bomber Academy). We encourage you to discuss these regulations and policies with your child. While this Handbook is intended to serve as a general guide, please contact us if you have any specific questions or concerns. We welcome your feedback and suggestions regarding its contents. Your child will receive a copy of this document during the first few days of school. We will also spend time reviewing important information with students. The signed statement indicating receipt and review of the Handbook should be returned to your child's Block 1 teacher by Tuesday, September 8. Thank you for your cooperation.

Let's have a great school year!

Sincerely,

Paula A. Husar
Principal – Palmerton Area Senior High School

Justin Petersen
Assistant Principal / Athletic Coordinator

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PALMERTON HIGH SCHOOL 2026-2027 SCHOOL CALENDAR

AUGUST	18 (Tuesday) 19 (Wednesday) 20 (Thursday) 24 (Monday)	In-Service for Teachers In-Service for Teachers In-Service for Teachers First Day for Students
SEPTEMBER	4 (Friday) 7 (Monday) 10 (Thursday) 11 (Friday)	Labor Day Holiday- No School Labor Day Holiday- No School Picture Day Back to School Night
OCTOBER	9 (Friday) 12 (Monday) 21 (Wednesday)	Teacher In-Service Day- No School for Students Columbus Day- No School Picture Re-Take Day
NOVEMBER	9 (Monday) 23 (Monday) 24 (Tuesday) 25 (Wednesday) 26 (Thursday) 27 (Friday) 30 (Monday)	Act 80-No School for Students Early Dismissal- Parent Teacher Conferences Early Dismissal- Parent Teacher Conferences Early Dismissal- Parent Teacher Conferences Thanksgiving Holiday- No School Thanksgiving Holiday- No School Thanksgiving Holiday- No School
DECEMBER	18 (Friday) 21 (Monday) 22 (Tuesday) 23 (Wednesday) 24 (Thursday) 25 (Friday) 28 (Monday) 29 (Tuesday) 30 (Wednesday) 31 (Thursday)	Early Dismissal Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School Winter Holiday- No School
JANUARY	1 (Friday) 18 (Monday)	Winter Holiday- No School Martin Luther King Jr. Holiday- No School
FEBRUARY	5 (Friday) 12 (Friday) 15 (Monday)	Act 80- No School for Students Presidents' Day Holiday/Snow Make-Up Day Presidents' Day Holiday- No School
MARCH	25 (Thursday) 26 (Friday) 29 (Monday)	Spring Break/Snow Make-up Spring Break- No School Spring Break- No School
APRIL	23 (Friday)	Act 80- No School for Students
MAY	7 (Friday) 28 (Friday) 31 (Monday)	Teacher In-Service- No School for Students/Prom Memorial Day Holiday- No School Memorial Day Holiday- No School
JUNE	3 (Thursday) 4 (Friday) 7 (Monday) 8 (Tuesday)	Early Dismissal/Graduation Ceremony Early Dismissal/ Graduation Rain Date Early Dismissal/Student Last Day Teacher In-Service Day

Central Administration

<u>Name</u>	<u>Title</u>
Mrs. Angela Friebolin	Superintendent
Mr. Ryan Kish	Assistant Superintendent for Finance and Facilities
Dr. Daniel Heaney	Assistant Superintendent for Academic Programs and Technology/Human Resource Manager
Mr. Trahn Thompson	Director of Facilities
Mrs. Demi Rohlfing	Director of Special Education

Building Administration

<u>Name</u>	<u>Title</u>	<u>Contact Information</u>
Mrs. Paula Husar	Principal	phusar@palmerton.org 610-826-3155 Ext 2214
Mr. Justin Petersen	Assistant Principal/Athletic Director	jpetersen@palmerton.org 610-826-3155 Ext 2242

Main Office Staff

<u>Name</u>	<u>Title</u>	<u>Contact Information</u>
Mrs. Terry Freed	Secretary	tfreed@palmerton.org 610-826-3155 Ext 2217
Mrs. Amanda Lentz	Attendance Secretary	alentz@palmerton.org 610-826-3155 Ext 2226

Guidance Staff

<u>Name</u>	<u>Title</u>	<u>Contact Information</u>
Ms. Vicki McHugh	Guidance Counselor	vmchugh@palmerton.org 610-826-3155 Ext 2228
Mr. Kevin Wertz	Guidance Counselor	kwertz@palmerton.org 610-826-3155 Ext 2227
Mrs. Jessica Pastor	Guidance Secretary	jpastor@palmerton.org 610-826-3155 Ext 2224



Artificial Intelligence and Academic Honesty

Students are expected to use Artificial Intelligence (AI) tools responsibly and in accordance with teacher expectations. AI may be used as a learning support tool when permitted; however, submitting AI-generated work as a student's own work without appropriate acknowledgement or permission may be considered a violation of academic honesty.

Students remain responsible for understanding, completing, and being able to explain their own work. Teachers may establish specific guidelines regarding when and how AI tools may be used for assignments assessments.

Athletics

The Palmerton Area High School is a member of the Colonial League, District XI, and PIAA and must follow its guidelines involving athletics. All students participating in athletics as athletes are required to meet the high school regulations and standards as follows:

- A student will no longer be eligible to participate in high school athletics when he/she reaches his/her nineteenth birthday before July 1 of that school year, as defined by the PIAA guidelines.
- A student who has been enrolled in grades 9-12 for eight or fewer semesters is eligible. Therefore, the maximum high school (grades 9-12) participation is four years in any one sport.
- A student enrolled in any grade below ninth grade is eligible to play more than one year in that grade.
- A student shall have no outstanding obligations to the school in order to participate in a sport.
- Each athlete who competes in any sport must acknowledge that all school issued equipment must be returned at the end of the season, regardless of the condition of the equipment. If the equipment is not returned, the athlete is responsible for the full price based upon the replacement costs determined by the Athletic Director.
- Physicals for all sports must be completed after May 1. If a student is participating in a sport, the physical must be completed before the Fall season begins.

An Athletic Handbook is given to every athlete. Please make sure that you and your child familiarize yourself with that handbook. The two biggest things that must be emphasized to you regarding participation in all extracurricular activities is that these students are expected to represent Palmerton in the highest regard. There are no exceptions. Therefore, consequences are and will be more, as we will follow the Student Handbook and the Athletic Handbook. If this is not something that you or your child can accept, then please reconsider playing a sport or participating in an extracurricular activity.

Athletic Eligibility

Participation in athletics and clubs is a privilege at Palmerton Area High School. In order to be eligible to participate in athletics and clubs, a student must be passing at least three block schedule courses per semester. Eligibility shall be cumulative from the beginning of a grading period. Eligibility is reported by the teachers on a weekly basis. Students who do not meet the requirements as described in this section will be ineligible for a period of one week (Sunday through Saturday) following the Friday deadline for reporting eligibility. Athletes must be passing three of their four blocks to be eligible to participate in interscholastic athletics during the current grading period or the next grading period or school year. In cases where a student's work in any preceding grading period does not meet the standards described in this section, the student will be ineligible to participate in interscholastic athletics for a period of ten school days, beginning the day report cards are issued. Ineligible students cannot attend practice sessions or athletic events with the team. The school encourages students to work on their academics during this time away. ***The same guidelines described above will be followed with regard to eligibility for club participation. All activities will follow the same guidelines.***

Athletic Injury Policy

In the event of an injury to an athlete, the following procedures must be followed:

- The athlete must report the injury to the coach and/or athletic trainer. These individuals will determine the nature and severity of the injury.
- The athletic trainer will inform the coach and parents/guardians of the nature of the injury and will discuss the appropriate treatment plan.
- If the athlete is referred to, or elects to go to a physician, all required paperwork must be completed by the physician stating that the athlete is permitted to return to play. This documentation must be submitted to the athletic trainer.
- In order for the athlete to return to participation, he or she must provide written clearance from the physician stating that the athlete is permitted to return to play. This documentation must be submitted to the athletic trainer.

A student is also responsible for complying with all regulations related to concussion testing and management. Guidelines regarding concussions and other head injuries continue to evolve; therefore, students must follow the directions of the athletic trainer and their physician at all times. If a student is not actively participating in his or her academic classes, the student will not be eligible to participate in athletic competition. If a student is receiving concussion accommodations that restrict participation in class, the student will not be eligible to participate in athletics, sports, or extracurricular activities until those restrictions have been lifted.

Athletic Support

The school district expects all attendees at athletic contests activities to demonstrate appropriate sportsmanship. We are proud to support our student-athletes and want them to represent our community in a positive manner. Please remember that our behavior reflects not only on our teams, but also in our school and community.

While we strongly encourage Blue Bomber pride and enthusiasm, we must also recognize that our student-athletes look to adults and community members as role models. With that responsibility in mind, all individuals attending events and using district facilities are expected to follow school rules and policies at all times.

This includes, but is not limited to:

- No vaping or smoking on school district property, including bathrooms and vehicles.
- Respectful behavior toward officials at all times; arguing with game officials is not appropriate
- Supporting a positive, sportsmanlike environment for all participants

Officials are increasingly difficult to secure, and without them, our games and events cannot take place. Your cooperation helps ensure that we can continue to provide opportunities for our student-athletes.

Thank you for your support of Blue Bomber athletics.

Attendance

The "Compulsory School Age" in the Commonwealth of Pennsylvania is the period of a child's life from the time the child's parents elect to enroll the child in school, which shall be no later than the age of six, to the age of eighteen.

Irregular attendance is one of the most common causes of academic failure. Even when students attempt to "make up" missed work, it is not possible to replicate the instruction, discussion, and experiences that occur during classroom learning.

Pennsylvania law is strict regarding student attendance. Acceptable reasons for excused absences include illness of the student, death in the family, and other extreme emergency situations as defined by law and school policy.

When the student returns to school, a written note from a parent/guardian must be submitted to the office stating the reason for the absence. Excused and unexcused absences are determined by school code and Board policy. When a student between the ages of compulsory attendance and 18 years of age is absent without a valid excuse, parents/guardians may be invited to an Attendance Improvement Conference as part of a Truancy Elimination Plan (TEP).

The following attendance procedures are designed to promote communication between school and home and encourage consistent student attendance:

Excused, unexcused, and illegal absences are determined by school policy and Pennsylvania School Code. When a student accumulates six (6) days of absence in a semester, a letter will be sent home. If excessive absences continue, a parent/student conference will be requested. At nine (9) days of absence, a letter will be sent indicating that a physician's note is required for all future absences. This applies regardless of whether prior absences were excused or unexcused. Missing six days in a semester represents significant lost instructional time regardless of the reason. Credit may be withheld for any student who misses ten percent (10%) or more of a semester.

After six (6) unlawful absences in a school year, the school may refer the student to Children and Youth Services and/or file a truancy citation with the District Magistrate. Families should understand that attendance notifications are issued based on total absences, regardless of whether notes are routinely provided. Regular attendance is essential for student success.

To participate in athletic or extra-curricular activities, the student must be present at the start of the school day, or by 8:30 AM with a written note from the parent/guardian. Arrival to school after 8:30 AM requires a physician's note in order to participate in activities scheduled for that day.

Doctor or dental notes excuse only the portion of the school day covered by the appointment unless the provider specifically notes that the student is excused for the entire day. For example, orthodontic or dental visits typically excuse only the portion of the day missed, unless otherwise documented. Students are expected to attend school before and/or after appointments whenever possible.

If a family is planning a vacation on school days, a written request must be submitted to the office at least one week in advance, indicating the dates and destination. The office will complete a vacation form for principal approval. Once approved, the student is responsible for distributing the form to all teachers. Failure to follow this process may result in unexcused absences. Vacations should not be scheduled during state-mandated testing windows, including Keystone Exams in January and May, as these assessments are graduation requirements.



Students are responsible for completing all missed work. Teachers are not responsible for providing individualized make-up instruction beyond reasonable support. Students will be given an equal number of days to make up work as the number of days missed (e.g., one day absent = one day to make up work.) Extended absences due to vacation are discouraged, particularly when academic performance is a concern.



The school operates on a block schedule, with classes averaging approximately 76-80 minutes in length. A school calendar is published in advance of the school year and should be reviewed carefully by families. Regular attendance is essential for academic success.

Attendance: Class Cuts

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

First Class Cut

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

Second Class Cut

A conference will be held with the student. An in-school suspension will be issued. The parents/guardians will be called. A follow-up letter will be sent home. A warning indicating that the student may be ineligible to pass the class due to attendance will be issued. The student's guidance counselor will also be notified.

Third Class Cut

A conference will be held with the student. An out-of-school suspension can be issued. The parents/guardians will be called. A follow-up letter will be sent to the parents/guardians. A warning stating that the student may be ineligible to pass the class due to attendance will be issued. The student's guidance counselor will also be notified.

Fourth Class Cut

The parents/guardians will be informed that the student can be denied credit for the class for the marking period and, therefore, may receive a grade of an "F" for the class for that marking period.

Attendance and LCCC Classes

If your child is taking an LCCC class, it generally means that they are a self-starter and self-disciplined. These classes are college courses run by LCCC. We do not receive any information concerning student performance in the class or attendance for online courses. There are times when a professor comes in to run a class and they stop by to chat about a particular student. If/when this happens, we will certainly try to notify you. However, please know that these communications are few and far between. LCCC now has what are called Student Success Coordinators who will communicate with dual enrollment students. They will reach out on occasion to students who are not doing well.

If you have an LCCC course during Blocks 1 or 4 and the class does not meet on a particular day, you must be able to provide your own transportation or wait for district transportation. We do not provide alternative transportation options. If you require district transportation, you must follow your schedule and wait where you are supposed to wait. You are not permitted to walk around the building.



Attendance: Leaving Early

In order for a student to be dismissed early, a signed parent/guardian request should be submitted to the attendance office by 7:45 AM on the day of the early dismissal. The parent request must include the following:

- 1) A legitimate reason for the request.
- 2) A phone number where the parent/guardian can be reached to verify the request.

The parent/guardian note must be signed when brought to the attendance office. The student will receive a pass from the attendance office and must report to the attendance office at the time of dismissal and sign out.

If a student is dismissed early for a doctor's appointment at the request of a parent/guardian, a physician's note must be submitted the following day. Failure to provide appropriate documentation may result in the absence being marked as unexcused.



Attendance: Tardiness

Arriving between 7:31 AM and 7:40 AM will be counted in minutes. Students must report to the office to obtain a late pass before proceeding to class.

Once a student accumulates up to 30 minutes of lateness, they will receive either a Day 4 Tardy Room assignment during enrichment or a detention. There will be no exceptions.

If a student accumulates an additional 10 minutes of lateness beyond the initial 30 minutes, they will receive the next detention. Under this Level I system, lateness is based on accumulated minutes rather than the number of individual tardies. This approach ensures that students do not receive multiple “free” allowances up to 30 minutes.

Any student arriving at 7:41 AM or later will be considered Level II. These tardies will be counted as occurrences rather than minutes. Students arriving between 7:41 AM and 8:00 AM will receive three excused occurrences (“three for free”). Beyond that, the consequence will be either a Tardy Room assignment or detention.

Continued infractions beyond Level II will result in one day of ISS per tardy, up to three occurrences. After serving three ISS assignments, students who drive and continue to be habitually tardy may have their parking privileges reviewed and potentially suspended for the marking period. A 30-day period of improved punctuality (no further infractions) will be required before privileges are reconsidered.

A parent note will not be accepted to excuse tardies. The only acceptable documentation is a formal doctor’s note. Students who are habitually tardy without appropriate documentation will receive a zero for participation during the class time missed, as well as ISS. This will ultimately impact the marking period grade and may result in loss of credit.

Palmerton Area Senior High School follows a progressive discipline policy. Lateness to school and poor attendance are serious concerns that interfere with student academic success and disrupt the orderly school environment. It should also be noted that we are required to follow Pennsylvania school attendance laws.

As a parent/guardian, please make every effort to ensure your child arrives at school on time. When students are late, they are missing valuable instructional time. Please be on time



PALMERTON AREA SENIOR HIGH SCHOOL 2026-2027 DAILY BELL SCHEDULE

Time	Schedule
7:30-8:50	Block 1 (80-minute Instructional Block) Pledge of Allegiance
8:50-8:55	Transition
8:55-10:15	Block 2 (80-minute Instructional Block) Morning Announcements
10:15-10:20	Transition
10:20-11:00	Bomber Block (40 Minutes)
11:00-11:05	Transition
11:05-1:00	Block 3 (115-minute Block with 30-minute Lunch Rotation)
1:00-1:05	Transition
1:05-2:25	Block 4 (80-minute Instructional Block)

Lunch Schedule

- Lunch A: 11:05-11:35
- Lunch B: 11:54-12:24
- Lunch C: 12:30-1:00

Daily Summary

- Instructional Blocks 1, 2, and 4: 80 minutes each
- Bomber Block: 40 Minutes
- Block 3: 115-minute block with one 30-minute lunch rotation (79 and 80 instructional minutes for all students)
- Transition Time: 5-minute passing periods (20 minutes total)
- Student Day: 7:30 AM- 2:25 PM (6 hours, 55 minutes)

2-HOUR DELAYED OPENING SCHEDULE

Teachers arrive prior to 9:20 AM

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

HALF DAY DISMISSAL (11:00 AM)

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

Book Bags / Backpacks / Purses

Book bags and backpacks may be used to carry books to and from school. However, they may not be carried between classes while you are in school. Gym bags also need to be placed in an assigned locker. You can only carry gym bags to and from Physical Education classes and practice sessions. This is a safety issue. Please make sure that book bags are only used to and from school and gym bags are only used to and from gym classes or for official practice sessions.

Books and Equipment: Lost and Damaged

Students will pay for lost books and/or equipment as well as for excessive wear and damage. Students will be charged the replacement cost of the text or other items lost. Student records and/or report cards will not be issued to students with outstanding obligations. Students with outstanding obligations may not be permitted to participate in athletics, clubs or activities until the obligation is met or at the discretion of the principal or athletic coordinator.

A student will not be permitted to participate in commencement activities until all cumulative school obligations from every grade level are addressed. This includes any obligations related to the cafeteria.

Bullying

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

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

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

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

Each bullying report is acted on and a written report detailing the resulting actions is prepared. This report is kept on file for one calendar year.

To reference our Bullying policy, please see Policy #249 under Pupils. This policy was last updated on October 15, 2024.



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

Bus Transportation

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

Students must ...

- ✋ stay seated at all times.
- ✋ not throw anything in or out of the windows.
- ✋ not extend their arms, legs, or heads out of the bus.
- ✋ not smoke/vape on the bus.
- ✋ not eat or drink on the bus.
- ✋ not bring any weapon or weapon-like object onto the bus.
- ✋ not litter the floor of the bus.
- ✋ not board or exit at any stop other than their designated bus stop unless given permission by a school official.
- ✋ not throw anything while on the bus.

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

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

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

If you want to use your cell phone on the bus, a hearing device must be used so that your conversation is not heard by others. In other words, your phone call should not be seen or heard by others. Also, students should not be taking pictures of each other without the permission of the student(s) being photographed.



Cafeteria

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

A cafeteria service is provided to the Palmerton High School student body. This includes a breakfast program. Meals are carefully prepared so that the students are served well-balanced nutritious meals at a nominal cost. Students must use their student ID numbers to purchase meals or snacks. They may prepay or use cash to cover the cost. Parents can prepay by sending a check (payable to PASD Cafeteria Fund) or putting cash in an envelope with the student's name & grade on the front. This payment can be presented to any cashier in the cafeteria. There is also an online payment plan to fund the student's account. Please visit www.palmerton.org and click on Departments ... Food Services ... and then the large blue button labeled SchoolCafe.

If you need assistance, please contact Emily Biechy or Adrienne Meckes.

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

Please realize that there are cameras in the cafeteria to keep the area safe for everyone.

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

Cell Phones

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

Each teacher will develop their own cell phone/electronic device rules and regulations and will share that information with the students and the parents/guardians. A teacher is definitely permitted to ban cell phones and electronic devices if that works for their classroom. For any questions, please see School Board policy #237.

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

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

Cheating/Plagiarism

Cheating or plagiarism of any type will result in a failing grade for the particular evaluation or paper/project for the student. If another student voluntarily provides information such as completed homework to another student to aid in cheating, this student may also receive a failing grade for the particular evaluation or paper/project. Depending on the severity of the violation(s), failure of the course for the marking period is also possible. An analysis of our discipline data shows that this has become one of our top violations. The first offense will result in a zero for the assignment. The second offense will result in a zero and a school consequence. The third offense will result in a failure for the marking period. It is important that everyone understands that if you cheat in college, the first offense is usually an automatic failure. A second offense at the college level generally results in expulsion.

Please note that there are also some activities at the high school level where the cheating incident can result in the removal/dismissal from the club or activity such as the NHS (National Honor Society).

Chromebooks

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

Care Expectations for your Chromebook

Please follow these guidelines for use of your district provided Chromebook.

Daily Care Musts

- Charge your Chromebook every night, bringing it fully charged for each school day.
- No food or drink should be placed on or near your Chromebook. Always use clean hands on your Chromebook keyboard.
- Keep the Chromebook on a flat surface.
- Chromebooks should not have any objects placed on top of them.
- Do not store your Chromebook in extreme temperatures (hot/cold) or direct sunlight.
- Do not store your Chromebook in a vehicle.
- Always store your Chromebook in a secure location during extra-curricular activities and events.
- Close your Chromebook screen when carrying. Always store with the screen closed.
- Do not carry your Chromebook by the screen or keyboard.
- Do not close the Chromebook lid/screen with any items inside or on the keyboard.
- Clean the screen with a soft, dry, microfiber cloth or antistatic cloth.
- Do not drop or forcibly shut your Chromebook.
- Tell your teacher right away if your Chromebook breaks or has a problem.

Stay Secure

- Do not share your password.
- Log off when you are done.
- Only use learning websites approved by PASD.

Computer Policy/Technology

It is the student's responsibility to read and understand the Technology/Computer Policy. Every student will receive a copy of this policy each year. Students are required to sign and return the policy statement each year. Please review the complete policy, available at:

<https://www.palmerton.org/wp-content/uploads/2024/06/Board-Policy-815-Acceptable-Use-of-Internet.pdf>

The statement below will be given to each student as a separate form during the first week of school and will require student and parent signatures.

Acknowledgment and Agreement:

I, _____, acknowledge that I have read and understood Board Policy 815: Acceptable Use of Internet, Computers & Network Resources Policy.

I agree to abide by all the terms and conditions set forth for accessing and utilizing the district's technology and network resources. I understand that any violation of this policy may result in disciplinary action, revocation of access privileges, and possible legal consequences.

Parent Signature: _____ Student Signature: _____
Printed Name: _____ Printed Name: _____
Date: _____ Date: _____

Dances: School

Dances are provided at the high school to provide a positive out of school activity and to promote a healthy monitored environment for social exchange. In order to provide a positive environment, certain rules of good conduct and peer respect are in place.

Remember, in order to attend an evening event, you must be in school that day. If you arrive late to school, you must arrive at school before 8:30 AM in order to attend any after school or evening events. Also, if you are leaving school early, you must be in school until 10:00 AM in order to attend any after school or night activities unless you return to school later in the afternoon.

A student who is serving an Out of School Suspension (OSS) may not attend or participate in any school activity or athletic event that day. A student who is suspended in school may not participate in any school activity scheduled during the school day, after school, or any evening event that day. They must leave the school premises when school is dismissed for the day.

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

Junior High School students are not permitted to attend High School dances. We do not permit outside guests to attend the homecoming dance.



Dances: Senior Prom

Junior High school students are not permitted to attend the Senior Prom. In addition, guests who are 21 years of age or older may not attend.

Students wishing to bring a guest must complete and submit a guest permission form to the Senior Class Advisor at least five (5) school days prior to the prom. Failure to submit the required documentation by the deadline may result in the guest being denied admission. The advisors reserve the right to restrict access when forms are incomplete, inaccurate, or not submitted in a timely manner.



Discipline: Detention

Teacher Detention

Teachers may assign an after-school teacher detention. Students required to stay after school will be given 24-hour notice to allow for transportation arrangements.

Office Detention

The administration may assign office detentions. The only acceptable excuse for not serving an office detention is a medical or dental appointment. While efforts will be made to accommodate work schedules, this cannot be guaranteed. Appointments must be reported to the office in advance so the detention may be rescheduled. Students are responsible for their own transportation.

In-School Suspension

(As assigned by administration)

Out-of-School Suspension

(As assigned by administration)



Discipline: Disciplinary Actions

Privileges at the high school must be earned. Participation in co-curricular activities (including athletics and club activities) is privilege, not a right. Students involved in these activities are expected to uphold the Student Code of Conduct as well as any applicable activity or team expectations.

Attendance at pep rallies and other school events (when offered) is also a privilege intended to enhance the school experience. Parking on school property is a privilege as well. Due to construction and limited space, parking is restricted and available only to students who meet eligibility criteria, and even then, space is limited.

These privileges carry expectations for appropriate behavior. Students who do not meet these expectations may be removed from activities or events for a period of time at the discretion of the administration.

Certain fundamental rights are provided as part of a public education; however, participation in extracurricular activities, school events, dances, and parking are privileges and may be revoked for disciplinary reasons.



Discipline: School Rules and Regulations

Effective discipline serves two purposes:

1. To prevent the recurrence of inappropriate behavior.
2. To provide a learning experience that helps students understand expectations and the importance of rules.

Many school rules reflect societal norms and expectations. The high school is part of a larger community and should reflect positive standards of conduct.

The goals of the school discipline policy are to:

1. Maintain an environment conducive to learning.
2. Address misconduct consistently while keeping students in school whenever possible.
3. Use out-of-school suspension or expulsion only as a last resort when the educational environment is significantly impacted.

The ultimate goal of any consequence is to improve student behavior. The administration will determine appropriate consequences based on effectiveness and may adjust interventions as needed. Consequences will be consistently enforced.

For discipline to be effective, expectations must be reinforced by students, parents, and staff.

Levels of Student Misconduct

Level I

Minor misbehaviors typically addressed by classroom teachers.

Examples:

- Minor class disruption
- Truancy
- Lying
- Loitering
- Cell phone violation
- Dress code violations
- Misuse of hall pass/wandering

Progressive Disciplinary Actions:

- Teacher conference
- Parent conference
- Lunch detention (teacher)
- Office detention

Level II

More serious or repeated misbehaviors requiring administrative intervention.

Examples:

- Insubordination
- Inappropriate conduct
- Truancy/class cutting
- Leaving school without permission
- Cheating/plagiarism
- Forgery
- Profane or obscene language or gestures
- Disruptive behavior (including bus or school events)
- Disrespect toward staff
- Gambling
- Tobacco/vaping use
- Failure to serve detention
- Trespassing
- Violation of school or remote learning protocols

Disciplinary Actions:

- Parent contact/conference
- Loss of privileges
- Office detention
- Saturday detention
- In-class suspension
- In-school suspension
- Referral to community agencies
- Disorderly conduct charges
- Restitution for damages (report card held until payment)
- Out-of-school suspension

Level III

Serious violations involving harm, property damage, or major safety concerns.

Examples:

- Drugs/alcohol possession or use
- Theft or possession of stolen property
- Trespassing
- Vandalism
- Fighting/assault
- Threats or intimidation
- Fireworks or incendiary devices
- Look-alike weapons
- Harassment/bullying
- Major cheating (research papers, exams, finals)
- Hazing

Disciplinary Actions:

- Out-of-school suspension
- Loss of privileges
- Referral to authorities
- Recommendation for expulsion

Level IV

Most serious violations, including criminal activity or severe safety threats.

Examples:

- Assault on staff
- Extortion
- Bomb Threats
- Terroristic threats
- False alarms
- Arson
- Distribution of controlled substances
- Fireworks resulting in safety risk
- Repeated bullying or hazing

Disciplinary Actions:

- Out-of-school suspension
- Loss of privileges
- Immediate referral to authorities
- Recommendation for expulsion

Minor and Major Referrals**Minor Referrals**

Minor referrals address less serious behaviors that occur in the classroom or other areas of the school. These behaviors require intervention by a teacher or staff member but do not significantly disrupt the learning environment or endanger students, staff, or school property.

Each minor referral will be reviewed with an administrator, and communication with the student's parent/guardian will follow. A pattern of repeated minor infractions demonstrates a need for increased intervention. **Three (3) minor referrals may result in a major referral and additional disciplinary consequences.**

Major Referrals

Major referrals address serious behaviors that substantially disrupt the learning environment, interfere with the safe and orderly operation of the school, or endanger students, staff, or school property. Major referrals may also be issued for repeated minor infractions that have escalated in severity or frequency.

Major referrals are treated seriously and require administrative intervention and parent/guardian communication. Depending on the nature and severity of the incident, disciplinary consequences may include detention, in-school suspension, out-of-school suspension, expulsion proceedings, or other disciplinary actions consistent with Board Policy and the Student Code of Conduct.

Student Rights/Hearings

Education is a fundamental right. Students will be afforded due process in disciplinary matters. For out-of-school suspensions exceeding three days, students are entitled to an informal hearing.

The purpose of the informal hearing is to allow the students to meet with an administrator to explain the situation and present relevant information. Parents or guardians are encouraged to attend to discuss ways to prevent future incidents and support student success.

Final Statement

Behavior that disrupts learning or compromises safety will result in consequences. While fairness is always the goal, consequences may vary based on circumstances. Staff will not discuss disciplinary actions taken with other students.

The informal hearing process supports communication between families and administration to help ensure future success and behavioral improvement.

Dress Code

The school is responsible for establishing and maintaining a positive learning environment and minimizing the opportunity for distraction, and/or safety concerns. With that in mind, the administration reserves the right to determine the appropriateness of any item of school dress in order to ensure an educational atmosphere that fosters and promotes effective and efficient learning. This includes any item(s) that may interfere with the learning process.

The following are examples of inappropriate articles of clothing:

- a) All head apparel, such as, but not limited to ... hats, caps, hoods, and bandanas ... except with prior administrative approval.
- b) Clothing and accessories that display lewd, vulgar, obscene, or plainly offensive language or symbols such as, but not limited to, alcoholic beverages, tobacco, drugs, or violent behavior.
- c) Clothing that makes underwear or bare skin visible between the upper chest and the buttocks. Underwear must be completely covered with outer clothing.
- d) See-through garments are not appropriate. Backs and mid-sections must be covered.
- e) Outerwear, such as jackets and coats, is not permitted to be worn in the school building during the school day.
- f) Appropriate footwear must be worn at all times.
- g) For the health, safety, and welfare of everyone, students are not permitted to wear unusually long chains around the waist, between pockets, or around the neck. Jewelry with sharp or protruding studs is unacceptable.

This particular School Board Policy (#221) was updated in August of 2023.

If there are any questions and/or doubts as to the appropriateness of an article of clothing or jewelry, please check with the administration prior to wearing the questionable item. Parental cooperation is necessary to ensure compliance with the dress policy. The teachers and administrators do not want to be censors.

Repeat violations of the dress code will be considered insubordination and will result in an In School Suspension (ISS) and/or an Out of School Suspension (OSS). Depending on the nature of the violation, parents may be required to come to school to provide appropriate clothing for their children. As this was another issue of concern for us, the following will be instituted: The first offense will be minor referral. A second offense for the same garment/item will result in a major discipline referral being submitted. Any subsequent offense will result in an In School Suspension and/or Out of School Suspension as this situation ultimately turns into defiance and insubordination.

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



Driving Privileges and Parking



Driving to school is typically reserved for juniors and seniors, as parking space is limited. This year, parking will be even more limited due to ongoing construction. We will be losing the entire first row of parking closest to the school building for student drivers.

Please note that driving to school is a privilege that may be revoked at any time. Unsafe driving while entering or exiting the school parking lot will not be tolerated, as it puts others at risk.

The procedure below will be followed at the start of the school year. The entire first row of parking will be unavailable. Parking permits will be issued to seniors only at the beginning of the year.

Eligible seniors will receive a letter. To qualify, students must be seniors in good standing, meaning:

- No discipline issues from the previous year
- Passing all classes
- No excessive tardiness or attendance concerns

Students who are habitually late or absent are not eligible for parking privileges. There are no exceptions.

All vehicles must be registered. Juniors may be considered for parking permits through a lottery system after all eligible seniors have had the opportunity to obtain a permit. If a junior's name is drawn, they will be issued a permit and may pay the \$10 fee. Only juniors who meet the same eligibility criteria listed above will be included in the lottery.

Parking applications are available in the main office. Students must provide a driver's license, parental permission, and proof of insurance to obtain a permit.

At the end of each marking period, parking eligibility will be reviewed based on discipline, attendance, and academic standing. Students who no longer meet the criteria will be required to surrender their parking permit. A different parking assignment may be issued following review and the lottery process. Parking will remain strictly limited throughout the year.

Any student operating a vehicle in an unsafe manner may be cited by the State Police, and parking privileges may be revoked immediately. The decision to revoke a parking permit is at the discretion of the school. If a permit is revoked, no funds will be issued. **Vehicles may also be ticketed and/or towed at the owner's expense for violations of parking regulations.**

Possible reasons for revocation include, but are not limited to:

- Parking in undesignated areas
- Poor attendance
- Excessive lateness
- Repeated disciplinary issues
- Speeding
- Possession of illegal substances
- Fighting

Students are only permitted to park in the student parking lot or in assigned numbered student

spaces on the east side (Junior High School Side). Parking in front of the building or in unnumbered spaces is prohibited, as these areas are reserved for faculty and staff.

Final Exam Exemption

Students may earn an exemption from one final exam where they have a final average of 93% or above and no marking period grade lower than a 90% for all three marking periods within a semester or all six marking periods in the full school year. Once completed, the student must submit the document to the Guidance office.

Grades

The Grade Point Average (GPA) is calculated for students at Palmerton High School using the following scale:

A+ 4.3	A 4.0	A- 3.7		
B+ 3.3	B 3.0	B- 2.7		
C+ 2.3	C 2.0	C- 1.7		
D+ 1.3	D 1.0	D- 0.7	F	0

Courses designated as either honors or advanced placement will receive higher weighted grades. The grades are weighted since the academic expectations of students in these courses are considered to be greater. The weighted grades will be used for GPA calculations and class rank only. Honors and AP Courses will be weighted with a factor of 1.1.

Any questions regarding a student's class rank and GPA should be directed to the guidance office.

Graduation (Credit Requirements)

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

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

The grading scale is as follows:

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

In order to pass a course for the year, a student must meet **both** of the following standards:

- The student must pass 2 of the 4 grading units. A grading unit is defined as any one of the three marking periods or the final exam.
- The student must earn a 60% average over all three marking periods and the final exam. (Each marking period counts as two-sevenths (2/7) of the final grade. The final exam counts as one-seventh (1/7) of the final grade. All grades are averaged numerically.

Guidance

The Senior High School guidance department is charged with improving each student's self-image. Its primary function is to promote the educational and personal growth of each student and in cooperation with the other professional staff, to promote the physical, intellectual, and moral maturity of each student.

Counselors will:

- coordinate a system of maintaining and interpreting student records for use by our students, their parents, and the school staff.
- strive to consult and follow-up with each student, parent, school staff member, and administrator regarding the program of testing and pupil self-appraisal.
- make individual counseling available to students.
- assist students in academic concerns, course selection, career planning, and college selection.
- maintain a system of referrals and follow-ups with agencies and resources available outside the school which support the goals of the school guidance services.

FROM THE GUIDANCE OFFICE WAYS WE CAN HELP

From time to time, we can all use a little help. Listed below are some ways that the guidance office can assist you or your child. These programs are available at any time throughout the school year, no matter when the need arises. Your participation in any of these programs will be kept confidential. If you are interested in any of these programs, please contact your child's guidance counselor.

- CLOTHES CLOSET – Over the past few years, we have received many donations of gently used clothing of all types and sizes. This clothing has been organized into a clothes closet and is available to any of our students.
- SCHOOL SUPPLIES – We can provide your child with everything they would need to be successful in school (bookbags, folders, notebooks, pens, pencils, highlighters, etc.)
- BACKPACK PROGRAM – Participants in this program receive an extra supply of food that is distributed in a filled backpack approximately every 2 weeks to help supplement their pantry. (Items may include cereal, soup, canned goods, etc.)
- HEALTH & HYGIENE – We can provide your child with a variety of health and hygiene products including soap, shampoo, conditioner, deodorant, and feminine hygiene products.
- JOB POSTINGS – If your child is looking for a part-time job, have them check out the postings in the hall outside of the guidance office.



Harassment

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

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

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

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

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

Hazing

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

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

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

McKinney-Vento Homeless Assistance Act: The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)):
CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE: "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons. Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations. Living in emergency or transitional shelters. Living in a public or private place not designed for humans to live. Migratory children living in above circumstances. Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.
Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights: Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation ;Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations. When a student is identified as being McKinney-Vento eligible, staff will: Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students), Provide school supplies and other school related materials as needed Advocate for and support students and families through school and home visits set clear expectations for student behavior, attendance and academic performance assist students/families access with community services assist students/families with access to tutoring, special education, and English language learner resources assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation. For additional information, contact our Homeless Liaison/ Special Education Director – Mrs. Demi Rohlfing (610)826-7101. (ext. 5018)



Homework

In addition to regular class work, outside assignments are essential components for many courses. Students at Palmerton Area High School can expect to receive homework on a regular basis.

The primary responsibility of each student is to complete homework assignments within the specified time frame and in a manner that reflects the student's best effort.

Homework is assigned to:

- Promote good study habits.
- Provide opportunities to practice skills taught in the classroom.
- Help students master new concepts and skills.
- Enhance and stimulate creativity.
- Reinforce understanding of classroom instruction.
- Keep parents informed about what is being taught in the classroom.

To meet these objectives, homework should be considered an important and necessary part of the educational process. Even at the high school level, parental support and encouragement can have a positive impact on student success.

When returning from an excused absence, students are responsible for checking with their teachers or reviewing Schoology for any missed assignments. All assignments are required to be posted in Schoology.

Students who are absent without an approved excuse may receive a grade of zero (0) for missed assignments, in accordance with teacher and district policies.

Students who take family vacations or other planned absences during the school year are responsible for completing all missed work. The school strongly discourages vacations during the academic year; however, if a vacation is taken, it is the student's responsibility- not the responsibility of the teacher, guidance counselor, or administration- to obtain and complete any missed assignments.

Students will generally be given a period of time equal to the number of excused days absent to complete missed work. Teachers may extend this time at their discretion. For long-term assignments, projects, or assessments, teachers may require that work be submitted by the original due date, even if the student was absent on or immediately before the due date.

Illness / Injury - First Aid

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

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

All parents are responsible for assuring that all students have the proper immunizations or provide proof of medical, religious, or philosophical exemption. The immunization guidelines are as follows:

- 4 doses of DPT or 1Tdap
- 3 doses of polio
- 2 doses of measles (usually given as MMR)
- 2 doses of mumps (usually given as MMR)
- 2 doses of rubella (German measles) (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) vaccine or history of disease

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

For attendance in 12th grade:

- 1 dose of meningococcal conjugate vaccine (MCV) after the 16th birthday

Integrated Pest Management (IPM) - Parent Notification

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

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

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

Exceptions to this notification process may occur in emergency situations where there is an immediate threat to health and safety, such as the presence of stinging insects in occupied areas. In such cases, notification will be made as soon as possible after the application. Parents/guardians who wish to receive advance written notification of all pesticide applications should submit a written request to the building principal or district IPM coordinator.

Keystone Exam (Pennsylvania) Graduation Requirement

The Keystone Exams continue to be used by the Commonwealth of Pennsylvania as the statewide assessment tool.

The Keystone Exams are also the measure used to ensure that school districts comply with the accountability requirements set forth in the federal Every Student Succeeds Act (ESSA).

Therefore, students must take the three subject level Keystone Exams (Algebra 1, Literature, and Biology) and demonstrate proficiency in each area prior to graduation. The Keystone Exams are given in January and May. The results of these exams are placed on student transcripts.

If students are unable to achieve proficiency on any of these exams, their school counselor will meet with them to determine whether retesting is appropriate, or which alternate pathway is most appropriate for them so that they can meet the state graduation requirement.

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

Lockers

Each student will be assigned a hall locker to store their coats and books. Please note that these lockers are the property of the Palmerton Area School District. Students are not to share lockers unless assigned by the office. There are no exceptions to this. Please do not share lockers. Students should keep their assigned lockers closed and locked.

Students may not use lockers to store substances or items that are prohibited by law or district regulations. Lockers should not be used to store anything considered to be a threat to the health, safety, or welfare of the occupants of the school building or to the building itself.

Students should lock their locker to avoid having their belongings stolen. Without locking a locker, contents could be stolen, or other students could also add things to a locker. Students should not use any items to jam a locker open. If your child requires a combination lock, we

have them in the main office to borrow - free of charge. Again, please understand that lockers should be locked. The school cannot take responsibility for any thefts when lockers are unlocked. If you need a lock, please ask.

The school assumes no responsibility for locker contents. Locker combinations should be kept a secret.

The School Board reserves the right to authorize its employees to inspect student lockers at any time.

Lost and Found

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



Marking Periods / Semesters

Each semester will be divided into three marking periods. At the end of each marking period, a scholastic report card is sent home to the parent or guardian. This means report cards are issued three times each semester. The third report card of each semester will reflect final grades and total credits earned.

Student progress in each subject is indicated by a numerical grade.

90-100	A	superior work
80-89	B	above average work
70-79	C	average accomplishments
60-69	D	below average work. This requires parental attention.
I		incomplete work as a result of a student's absence from school.

In these cases, the grade is temporarily withheld. Unless the work is made up within two weeks from the date the student receives notice of the incomplete, the grade of "I" will automatically change to "F."

Medication Policy

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

All required medications (traditional and non-traditional) are to be kept in the Health Suite, unless otherwise designated by the school nurse. Medicines of any kind (pills/syrup, etc.) cannot be in the possession of a student. This includes lunch bags, purses, lockers, etc. Violation of this medication policy may result in disciplinary action.

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

The following rules apply:

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

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



Parent Involvement

Parent involvement in school is a key factor in student success. We strongly encourage parents to be actively engaged in their child's education. Research consistently shows that students whose parents are involved in their education demonstrate improved attendance, behavior, academic achievement, and social skills.



Parent Portal

The Senior High School offers web access to PowerSchool through our Parent Portal. This allows parents and guardians to view student grades and attendance. Even if you do not have access to a computer at home, students may check their grades at school. If you need assistance with access, please contact the Technology Department at tech.dept@palmerton.org. If you forget your password, please contact your child's guidance counselor for assistance.

Parents may also have access to Schoology. Teachers are expected to keep grades updated on a regular basis. However, grades do not sync immediately between Schoology and PowerSchool, so there may be slight differences within a 24-hour period. PowerSchool should always be the primary source for grades and attendance information.



Personal Property

The school and the school district are not responsible for the loss or damage of any personal items. This includes items such as headphones, AirPods, and cell phones. The school assumes no responsibility for personal belongings brought to school, especially items stored in an unlocked locker. If the district does not own the item, it cannot and will not assume responsibility for it.

Photos: Senior Pictures

We do not offer senior pictures. If you are interested in getting pictures for graduation, there are some very reputable companies in our area. Please note that getting pictures taken during the school day that result in missed class time is **not** considered an excused absence. All reputable photographers offer evening and weekend appointments.

Positive Behavior Support (PBS)

At the high school, we will again use our Positive Behavior Support (PBS) system. The purpose of this program is to celebrate our success and reward and encourage appropriate behaviors while being firm, fair, and consistent with the behaviors that are not wanted. We have a discipline referral system that categorizes discipline issues into two categories ... minor and major. The overall goal of our discipline system is to address and eliminate unwanted behaviors.

Our matrix of expected behaviors will be provided to the students. As the school year begins, we will meet as a PBS core team to determine incentives for all learners. Incentives can vary from gift cards, parking privileges, and various other types of recognition experiences.

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



Promotion and Retention

Minimum Standards

9 th to 10 th Grade.....	6 credits
10 th to 11 th Grade.....	13 credits
11 th to 12 th Grade.....	20 credits
Graduation.....	28 credits

Credit Recovery

Summer credit recovery is typically offered. Winter credit recovery is not school-sponsored and is the responsibility of the student.

Summer credit recovery is a two-week program that provides students the opportunity to complete an abridge (shortened) version of a course. Eligible courses must be non-elective and may not be Keystone “trigger” courses (for example: 9th Grade Algebra I, 10th Grade Biology, or 10th Grade English).

To be eligible, a student must have completed the full course at the high school and earned no lower than a 50% final average.

Please note that availability of the program is not guaranteed each year, as it is dependent on funding and staffing.

For additional information or questions regarding credit recovery, please contact your child’s school guidance counselor.

Honor Roll Qualifications

High Honors3.75 to 4.00+
Honors3.25 to 3.74

Report Cards and Progress Reports

Report cards are issued shortly after the close of each marking period. Report cards for the first, third, and final marking periods will be mailed home.

Course grades may also be accessed at any time using PowerSchool, the district's online parent portal. If you experience difficulty accessing your account, please contact Ms. Pastor at extension 2224 or your child's guidance counselor.

School Board Policies

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

Schoology

Assignments

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

Communication and Your Learning

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

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



School Safety and Surveillance

The Palmerton Area School District is committed to the safety and security of our students, staff, and schools. We encourage and welcome visits from local law enforcement agencies. We will also routinely conduct safety drills so that we can be as prepared as possible in the event of a true emergency. Please note that we do not have to provide notice either before or after these routine visits and drills. The less information about our safety protocols made public, the better and safer we will be.

Security personnel and security cameras may be present within the school campus to enhance the safety of the school community. Any evidence of a wrongdoing derived from security personnel or surveillance equipment can and will be used in disciplinary situations and criminal procedures.



Student Expression and Dissemination of Materials

Students have the right to express themselves consistent with applicable law, Board Policy 220, and 22 PA Code §12.9. Student expression and dissemination of nonschool materials must comply with district procedures regarding time, place, and manner and may not materially and substantially disrupt the educational process, interfere with the rights of others, threaten safety, violate law, Board policy, or the Code of Student Conduct.

Students wishing to distribute or publicly display nonschool materials on school property must follow district procedures and obtain prior approval from the building principal or designee in accordance with Board Policy 220 and applicable administrative procedures.



Student Help

Students experiencing difficulties at school due to challenges at home, relationship concerns, anxiety, depression or other personal issues are encouraged to seek help. At Palmerton Area High School, we are committed to supporting our students and connecting them with the resources they need.

The Palmerton Area School District, either directly or in partnership with the Carbon Lehigh Intermediate Unit, provides programs and services for students with special needs. Screening activities for these services occur throughout the school year and are coordinated by the Child Study Team. This team includes the principal, a school counselor, the school psychologist, and teachers, as appropriate.

The high school also has a social worker, Ms. Annette Trittenbach. She may be reached by email at atrittenbach@palmerton.org.

In addition, the high school partners with St. Luke's University Health Network to provide the YESS (Your Emotional Health Supported) Program. The St. Luke's representative assigned to our school is Ms. Kerri Miller.

If you have any questions or would like additional information about these services, please contact your child's guidance counselor.

YESS! School-Based Therapy Program



St. Luke's Penn Foundation is offering the YESS! (Your Emotional Strength Supported) School-Based Therapy Program in the Palmerton School District. The program provides integrated mental health treatment year-round for children and adolescents in the district's K-12 schools. Our goal is to help students overcome emotional, behavioral, or social problems that interfere with success at school and at home.

As members of the school-based team, we can serve students in a familiar setting, offering minimal interruption to their school day. Our therapists work directly with the students and collaborate with school staff and parents to help to reduce disruptive behavior and improve self-monitoring skills.

Common issues we can address:

- Aggression
- Anxiety
- Depression
- Isolation
- Poor social skills
- Stress
- Trauma
- Truancy

Services

- Individual and group therapy
- Family counseling
- Risk assessments, as needed (suicidal or homicidal)
- Specialized training and support services for parents and teachers
- Collaboration with other community providers
- Linkage to additional community resources
- Psychiatric assessment as needed
- Linkage to psychiatric medication management (MD or PA-C)
- Linkage to a psychiatrist or advanced practitioner, either face-to-face or via telepsychiatry
- Interpreter services

YESS! Staff

Our master's level school-based therapists are credentialed to provide services based on their degree in social work, counseling, or psychology. These creative professionals partner with teachers, school administrators, and parents to develop individualized treatment plans and behavioral interventions for each student.

Our medical doctors and advanced practitioners are certified and credentialed to provide services within the scope of practice for psychiatrists and nurse practitioners or physician assistants. All are certified at the appropriate level in accordance with their governing psychiatric or advanced practitioner board.

Referrals

Students, teachers, counselors, principals, providers or parents may make referrals by contacting their child's school guidance office.

Funding for St. Luke's Penn Foundation's school-based therapy varies for each student. For more information, call 484-822-5736 or speak with your child's guidance counselor.

St Luke's Penn Foundation
MENTAL HEALTH SERVICES

Hope, Recovery and Wellness **TOGETHER**



Student Records

The School District maintains education records for each student in accordance with applicable federal and state law, including the Family Educational Rights and Privacy Act (FERPA). These records may include information related to a student's health, education, and welfare and are maintained to support the District's educational program. FERPA grants eligible students and parents/guardians the right to inspect and review education records maintained by the District. For special education records, parents/guardians should contact their child's case manager or the Special Education Department.

It is the responsibility of parents/guardians to ensure that student demographic and contact information remains current. Any changes to a student's or household's address, telephone number, or other required information must be submitted in writing to the main office.

To verify residency, the District required two (2) forms of current documentation from the following list (dated within the past three (3) months, unless otherwise noted):

- Deed
- Mortgage statement
- Current residential lease agreement
- Utility bill
- Internet service bill
- Credit card statement
- Bank statement
- Tax bill
- Official government correspondence (e.g., voter registration or other state/federal mail)

Address changes must be reported to the high school main office as soon as possible and must be accompanied by a moving permit obtained from the appropriate municipal office (Borough Office or Lower Towamensing Township building, depending on residency).

Requests to inspect or review a student's high school transcript should be directed to the appropriate school counselor. The high school transcript consists of final grades for all courses completed in grades 9-12.



Substances: Drug Awareness

The School District recognizes that the use and/or misuse of drugs presents serious legal, physical, and social consequences for the entire school community. The District is committed to maintaining a safe and drug-free learning environment and to the prevention of drug use and abuse.

For purposes of this policy, the term "drugs" shall include:

- All controlled substances prohibited by law
- All counterfeit or "look-alike" substances
- All alcoholic beverages
- All drug paraphernalia

- Any prescription or over-the-counter medication, except those for which prior authorization for use during school hours has been granted in accordance with the District's Medication Policy

Pursuant to School Board Policy 227.1 and 227.2, the use, possession, distribution, or being under the influence of any drug is strictly prohibited during school hours, on school property, or at any school-sponsored activity.

The District reserves the right to employ trained drug detection canines on school property as a preventative and deterrent measure. The administration further reserves the right to conduct searches of school property, including lockers, when there is reasonable suspicion that drugs or drug paraphernalia may be present, in accordance with applicable law and District policy.

Substances: Smoking/Vaping Tobacco

The Palmerton Area Senior High School campus is a smoke-free campus. The use and/or possession of tobacco products on school property and at school events is prohibited by the state under Section 6306.1 - Act 145, Title 18 and District Policy (222). (This policy also applies to Vape Pens, E-Cigarettes, and similar type products.) Furthermore, students are prohibited from using these products as they approach and leave the campus before and after school. We implemented the use of vape detectors in our student restrooms last school year to help address the issue of vaping. We did get a drop in the number of vaping incidents. However, they were not eliminated. This is still something that as a school community, we feel we need to continue to be vigilant in addressing. It has also become a very common report in our Safe2Say application. Therefore, we will continue to use vape detectors in our student restrooms to deter this behavior and also alert the administration and our school safety officer when vaping is occurring. A letter outlining these procedures can be found on the high school website. Violators will be subject to the disciplinary procedures outlined below:

First Offense (Possession)

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

First Offense (Use)

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

Second and Subsequent Offenses

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

Summer Reading

The Palmerton Area Senior High School offers Honors English and AP English. Any student approved to take these two courses is required to complete some summer reading and a related assignment as outlined by the assigning teacher. There may also be an additional in-class assignment, depending on the grade level, when the class meets during the school year.

Title IX:

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

Dr. Dan Heaney, Director of Human Resources
3529 Fireline Rd
Palmerton, PA 18071
610-826-3155 x 2211
dheaney@palmerton.org

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

Policies:

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

Reporting Forms:

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



Visitors

The High School welcomes visitors; however, the District has an obligation to maintain a safe and secure environment for all students and staff.

All visitors must comply with established school procedures. Adults are not permitted to pick up students without presenting valid photo identification. Identification will be verified by the school security officer located in the main lobby. All visitors identification will be checked without exception. A written note stating a valid reason for the release must also be provided to the attendance secretary in the main office.

The District reserves the right to deny student release when, in the judgment of school personnel, such release may place the student in an unsafe situation. In addition, students will not be released to any individual when a court order or custody documentation prohibits such release.

Drop-Off of Forgotten Items

If a student has forgotten an item at home and parent/guardian is dropping it off, the following procedure must be followed:

A designated table with sign-in materials, note paper, and a pen will be located between the two sets of front entrance doors. Visitors must ring the bell and notify the main office via the intercom system. Office staff will permit access to the vestibule area only.

The visitor must complete the sign-in sheet and leave a note indicating the student's name and grade. Students will be notified to retrieve dropped-off items from the main office. Families are encouraged to establish routines to minimize the need for delivery of forgotten items.

Student Visitations

Due to the size of the student population and the District's commitment to providing an optimal learning environment, student visitations are strongly discouraged. Consideration for visitations will be granted only when a written request is submitted at least one school day in advance and when the visitation is directly relevant to the instructional program. All visitations must be approved in advance by a school administrator.



Weapons and Dangerous Instruments

Possession, use, and/or transfer of weapons, including but not limited to any knife, cutting instrument, or look-alike weapon, is strictly prohibited on school property, during school hours, at any school-sponsored activity, on school buses, or while traveling to or from school or school activities. This policy (#218.1) is in effect regardless of intent. The term “weapon” is defined in District policy.

A violation of this policy may result in one or more of the following:

- a) Suspension from school
- b) Filing a police report
- c) Recommendation for an expulsion hearing
- d) Expulsion hearing proceedings
- e) Discipline in accordance with District policy and the Pennsylvania School Code

Any student found to have possessed, transported, or otherwise been in possession of a weapon on school property, at a school-sponsored activity, or while in route to or from school or a school activity, regardless of intent, shall be immediately reported to local law enforcement, receive an out-of-school suspension of up to ten (10) days, and be referred to the School Board for formal expulsion proceedings in accordance with the Pennsylvania School Code.

The principal shall report the discovery of any weapon, including “look-alike” weapons, to the student’s parent/guardian, local law enforcement, and the School Board (via the Superintendent of Schools).

The District adheres to all applicable “Safe Schools” legislation and requirements. Appropriate disciplinary and/or legal action will be taken against any student found in violation of this policy, as well as any student who assists in the possession or concealment of a weapon in any manner.

The School District shall expel any student found in violation of this policy for a period of not less than one (1) year, unless modified on a case-by-case basis by the Superintendent, and shall report such incidents to the Pennsylvania Department of Education as required.

Non-Discrimination Statement:

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

The District shall provide reasonable accommodations to qualified individuals with disabilities upon request. Questions regarding compliance or coordination of these efforts should be directed to:

Dr. Dan Heaney, Director of Human Resources
3529 Fireline Rd
Palmerton, PA 18071
610-826-3155 x 2211
dheaney@palmerton.org

Working Papers

Working papers are required of every student under 18 years of age who plans to obtain employment. Working papers can be obtained from the Guidance Department or from our website.