

**STUDENT/ PARENT HANDBOOK  
2019-20**

**Administration:**

Dr. Scott Richardson, Ed.D., Principal  
Mr. Daryl Reisinger, M.Ed., Assistant Principal  
(*Students' last names A-K*)  
Mr. Paul Steigerwald, M.Ed., Assistant Principal  
(*Students' last names (L-Z)*)

**School Counselors:**

(*assigned by student last name*)  
Mrs. Jennifer Kulas, M.S. – (A-E)  
Mr. David Watson, M.Ed. – (F-K)\*  
\*(Aaron Walny-Long Term Substitute Counselor)  
Mrs. Jennifer Hilbert, M.Ed. – (L-R)  
Ms. Teresa Markulike, M.Ed. – (S-Z)

**HOME OF THE COUGARS**

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Palmyra, PA 17078  
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**WELCOME TO  
PALMYRA HIGH SCHOOL!**

**HOME OF THE COUGARS**

A Message from the Administration:

This Student/ Parent Handbook has been designed to help students set goals, manage their time, and understand student expectations to reach our goal of academic excellence. Please familiarize yourself with the procedures and school rules/ consequences contained in this handbook. This information was carefully prepared to help you be successful in school!

*According to Title 22 – Education, Part 1 – The PA State Board of Education, Subpart A – Miscellaneous Provisions, Chapter 12 – Students... “Each Board of School Directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities. This conduct code and the students’ rights and responsibilities shall be published and distributed to students and parents.”*

*PASD Board Policy 717: The School District may place and use video cameras, or other recording devices, on school property and on school buses. The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the School District, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct. The images or sounds recorded by the video camera or other recording devices shall be admissible into evidence at any disciplinary proceeding conducted by the School District. At the discretion of the school authorities, the images or sounds recorded by the video camera or other recording devices may be provided to any appropriate law enforcement agency.*

**Parents and students are asked to download and acknowledge receipt of this handbook through Powerschool.**

*The Palmyra Area School District will not discriminate in its educational programs, activities, or employment practices based on race, color, familial status, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected by law. This policy is in accordance with federal and state laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Darcy Brenner-Smith, Compliance Officer (darcy\_brenner-smith@pasd.us or (717) 838-3144 x2809) and/or Dr. Annette Spagnolo Title IX Coordinator (annette\_spagnolo@pasd.us or (717) 838-3144 x2807). Both individuals may also be reached at 1125 Park Drive, Palmyra, PA 17078.*

## **PHS 1:1 MacBook Policy**

All PHS students will be issued a MacBook for use during the 2019–20 school year. These laptops are intended to help facilitate student success as our classes become increasingly reliant on technology to access online resources as well as intensify student engagement with coursework. Laptops are expected to go home with students so that learning can continue outside of the school day. PASD’s expectation is that students utilize these laptops in accordance with all PASD policies and procedures. Upon receipt of the laptop, each student will sign the student laptop policy form.

In the event that laptops become damaged, similar to other school equipment, students are expected to reimburse the school district for damages according to the following damage structure:

Extension Cable:	\$10.00
Charger:	\$30.00
Case:	\$21.00
Laptop – Accidental Damage	1st: \$100.00, 2nd or more: \$150.00
Laptop – Purposeful Damage	\$750.00 or cost of repair
Laptop – Stolen (w/ Police Report)	\$150.00
Laptop – Lost (no Police Report)	\$750.00

### **Responsible Use of Internet and Network Resources Procedures Internet, E-mail and Network Access Agreement Bring Your Own Device Program Agreement All PASD Students**

#### **Purpose:**

The Palmyra Area School District supports the use of the Internet and other technological resources in the district’s instructional and operational programs in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

#### **Procedures:**

Palmyra School District reserves the right to log and monitor Internet use, computer network activity, and fileserver space utilization by district users. Network storage areas may be treated like school lockers. Network administrators, school administrator & or faculty may review student and staff files and communications to maintain system integrity and ensure that

students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Palmyra School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Palmyra School District reserves the right to log and monitor E-mail. Staff will educate students about appropriate online behavior including interacting with others on social networking websites and chat rooms and cyber bullying awareness and response.

Students and staff must sign the Responsible Use Agreement in order to have E-mail, Internet access, and access to the network. All signed permission forms will be kept on file.

**Responsible Use Policy:**

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, professional code of conduct, accepted use network etiquette, and federal and state law. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the School District. Students and staff bear the burden of responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in use. With respect to all users, the following are prohibited.

1. Use for inappropriate or illegal purposes and activity.
2. Use for commercial, private advertisement or for-profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other inflammatory communication.
6. The unauthorized or illegal installation, distribution, reproduction or use of copyrighted software.
7. Use to access, view, or obtain material that is obscene, pornographic or child pornography or is deemed harmful and inappropriate for minors.
8. Use to transmit material likely to be offensive or objectionable to recipients.
9. Impersonation of another user or anonymity. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
10. Intentional obtaining or modifying of e-mail, files, passwords, and data belonging to other users.
11. Loading or use of unauthorized games, programs, files, music or other

electronic media.

12. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).

13. Attempting to circumvent any security system or filter employed by the district, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the district network or Internet to circumvent any school policy.

14. Use to upload, create or attempt to create a computer virus.

15. The unauthorized disclosure, use or dissemination of personal information regarding minors.

16. Inappropriate language and profanity.

17. Bullying, cyber bullying, or harassment.

18. Fraudulent copying, communications, or modification or materials in violation of copyright laws.

19. Posting of someone else's intellectual property, including but not limited to text, photographs, and video; this includes intellectual property that the user was given permission to use personally, but not publicly.

**Consequences / Disciplinary Action for Inappropriate Use By Students:**

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate student disciplinary procedures may take place including, but not limited to, parent conference, In-School Suspension / Out of School Suspension, and / or other school-related consequences, as needed. The severity of the infraction will determine the appropriate disciplinary action.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services may be reported to the appropriate legal authorities for possible prosecution.

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**ACADEMIC INFORMATION****GRADING POLICY/GRADE EQUIVALENCY**

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

Students who earn a grade below 50% on their report card for Q1 (during semester 1) or Q3 (during semester 2) will have until the *middle* of the next marking period to make up work and earn up to a 50% for Q1 or Q3. Teachers will use their professional judgment on how to grade the late assignments (partial credit, etc.). This policy affects the final marking period grade, not individual assignment grades.

NOTE: Students who have **unexcused** or **unlawful** absences or tardies on the day assignments are due or an assessment is given may only earn up to 60% of the value of the assessment.

**HONOR ROLL**

**Distinguished Honor Roll** : Grade point average of 3.70 or higher. Students must have earned grades of 90% or higher.

**Honor Roll** : Grade point average of 3.0 to 3.699. Students must have earned grades of 80% or higher.

**GRADE PROMOTION REQUIREMENTS**

Promotions to the next grade are governed by the following requirements:

10th Grade: 9 earned credits

11th Grade: 18 earned credits

12th Grade: 27 earned credits

\*Additional information can be found in the Course Catalog.

**EXTRA-CURRICULAR ELIGIBILITY (Sports, music, clubs)**

**Weekly Check** - On Friday, the Athletic Director will review the grades of all students involved in athletic and extracurricular activities, including music and clubs. If a student is failing two or more classes, the Athletic Director will notify the Coach and/or Club Advisor that the student will be ineligible to participate in the sport and/or club Sunday through Saturday of the next week. (If school is not in session on Friday, grades will be reviewed on Monday and ineligibility will begin immediately.) The Coach and/or Club Advisor will notify the student. Students deemed ineligible as a result of a weekly grade check may not attend practices, games or performances during their week of ineligibility.

**Quarterly Check** - Students who are failing two or more classes at the end of the quarter will be ineligible for 15 school days upon notification of ineligibility. The marking period grade will be used to determine eligibility unless the course concludes at the end of the marking period, in which case the final course grade will be used. End of year grades will be used to determine eligibility for the fall semester.

**PHS NATIONAL HONOR SOCIETY**  
**SELECTION PROCEDURES:**

- The NHS advisor will hold a meeting for all eligible junior and senior students in September of each year.
- To be considered eligible, a PHS student may not have had a Level III disciplinary infraction, which included police involvement or have been found guilty of criminal or juvenile charges within the last twelve months.
- If a junior or senior meets the cumulative 3.7 GPA and eligibility requirements regarding discipline, students are given an application that asks students to list activities, sports, work, community service and to write a paragraph about why they should be selected.
- All teachers are given eligible student ballots where they vote yes or no regarding a student's selection based on their leadership, character and service.
- A faculty council, which is comprised of five faculty members, assumes responsibility for final membership selection and dismissal procedures.
- The faculty council will review student applications and faculty ballots.
- Upon acceptance into NHS, the student must contribute a minimum of 5 hours of community service per school year in order to maintain membership. When a student is selected, his/her membership is permanent contingent upon ongoing fulfillment of the NHS requirements.

**National Honor Society Dismissal:**

A student can be dismissed from the NHS for one or more of the following



reasons:

**Disciplinary Infractions:**

- One or more Category 3 disciplinary infractions, which include police involvement.
- Outside legal violations of which the high school administration becomes aware [i.e.; criminal or juvenile charges, participation in the Gatekeeper or A.R.D. (Accelerated Rehabilitative Disposition programs)].

**Grade Point Average:**

- Falling below the cumulative 3.7 GPA for more than a semester or receiving a failing grade.
- A probationary period will be implemented for falling below the 3.7 GPA or receiving a failing grade.
- At the end of each marking period, the advisor will conference with any NHS member whose cumulative GPA is below 3.7 and inform him/her of the probationary time period.

**Community Service:**

- Failure to complete at least one of the community service projects.

**National Honor Society Dismissal Procedures:**

Regardless of the dismissal reason, a pre-dismissal hearing is held. The student must be notified of the following prior to the dismissal hearing: the action being contemplated, the reasons for the action, and the date and time of the hearing. The student will be given an opportunity to respond either in writing or orally. A student cannot be dismissed without a majority vote of the faculty council. A student may appeal the faculty decision to the administration.

**CHEATING / ACADEMIC INTEGRITY**

**Definition:** Plagiarism is the **unaccredited** use of another's words or *ideas*. If a student uses someone else's words, he/she must put quotation marks around them and credit the source in a parenthetical citation and on the "Works Cited" page. If a student *paraphrases* the words of others, or puts those ideas in his/her own words, it still must be made clear (by way of citations) that the ideas belong to and originate from another person. Information considered to be common knowledge does not require a citation. This will ultimately be determined as such by the teacher. Failure to credit borrowed words or ideas is a serious breach of academic integrity, which undermines this educational

institution.

Plagiarism may include any of the following:

1. Submitting as one's own an assignment written (in part or as a whole) by someone else.
2. Copying someone else's words and/or ideas and representing them as one's own.
3. Using material from another source without citations.
4. Omitting quotation marks from material that is quoted verbatim from another source.

Cheating on assessments is also a violation of this policy. **Using** another student's work **OR sharing** your work with others is a violation of the PHS academic integrity policy.

**Consequences:** Once plagiarism is proven (i.e., the original source is located, or the student admits the offense), the following consequences will ensue:

- The student will be assigned a “failing” grade for the original assignment.
- Student will be required to “honestly” complete the original assignment (redo) with a parent signature.
- The final grade will be an average between the two grades.
- Parents will be notified by the teacher.
- The administration will be notified via a disciplinary referral.
- First offense = Level I or II infraction
- Second offense = Level II or III infraction
- Third offense = Level III infraction

### **STUDENT BEHAVIOR EXPECTATIONS**

The following expectations apply to all PHS students at all times:

1. Focus on the reason that you are here. Your education (learning) is the key to your future. It is the job of the school staff to ensure that conditions exist in our building where teachers can teach and students can learn.
2. Conduct yourself in a manner that exhibits respectful and courteous behavior in both your actions and your speech.
3. Know all rules, which apply to your conduct in the cafeteria, the classrooms, other areas for learning, the hallways, and at lunch.

4. Take care of property. This includes, property, which belongs to you, to others, and to the school.
5. Always walk in the building. Running and horseplay are not permitted, because they create too many dangerous situations. Your safety is critical.
6. Name-calling is unacceptable. If anyone calls you names, report this act to an adult immediately.
7. Help us to police the building. Report to us any behavior that you feel is suspicious or that you know is wrong, inappropriate, or unacceptable. Help us to make PHS a great place to learn, a place that is safe, pleasant, and enjoyable for all of us.

## **DISCIPLINARY ACTION**

**CATEGORY 1** *Includes, but not limited to:*

- inappropriate language (non-profane language inappropriate for school)
- public displays of affection
- disruptive behavior
- dress code violations
- unauthorized use of “educational nuisances” (i.e. personal listening devices, beepers, laser pointers, etc.)
- abusing pass privileges
- failure to report to attendance office when arriving late
- any action/behavior deemed to be disruptive to the “flow” of school or bus
- student-initiated dismissal during the school day (contacting parents without going through the nurse)
- parking lot violation
- horseplay
- absence from teacher detention
- possession of incendiary device (lighters, matches, etc.)

## **MINIMUM PENALTIES**

1<sup>st</sup> OFFENSE--- Verbal reprimand and/or detention(s)

2<sup>nd</sup> OFFENSE – Detention(s)

3<sup>rd</sup> OFFENSE – ISS/OSS

Repeated offense may result in a suspension from school or bus.

NOTE: If ISS is not deterring repeated occurrences, OSS will be assigned.

**CATEGORY 2** *Includes but not limited to:*

- Class Cutting (includes failure to report to the cafeteria for lunch or any assigned location)
- Leaving class without permission
- Forgery (including excuse blanks, early dismissal notes, passes, bus passes, Physical Education notes, etc.)
- Absence from administrative detention
- Indirect profanity/ obscene gesture
- Theft (restitution and/or police involvement in addition to below)
- Insubordination or disrespect toward a teacher, staff member, or bus driver
- Misconduct during emergency drills

### **MINIMUM PENALTIES**

1<sup>st</sup> OFFENSE--- 1 day of ISS

2<sup>nd</sup> OFFENSE-- 2 days ISS

3<sup>rd</sup> OFFENSE--- 3 days ISS

**CATEGORY 3** *Includes, but not limited to:*

- Disruptive behavior (major and/ or repetitive)
- Major/Serious insubordination or disrespect toward a teacher, staff member, or bus driver
- Leaving campus without permission (to include bus riders in the a.m.)
- Truancy (absence from school without parent/guardian's knowledge)
- Harassment - sexual, threat to another student, general, persistent, etc.  
(NOTE: Uninvited touching/ grabbing = 5-10 day OSS/ police involvement)
- Profanity to fellow student (Note: If directed at school personnel or bus driver...5-10 Day OSS and Disorderly Conduct Charges may be filed with the police.)
- Sexual misconduct
- Vandalism (*intentionally defacing or damaging school property, willfully damaging or destroying property of employees*): Full restitution and/or referral to the police for criminal charges.

### **MINIMUM PENALTIES**

1<sup>st</sup> OFFENSE---3 Days ISS/OSS

(If behavior occurred on bus---3 days of bus suspension)

2<sup>nd</sup> OFFENSE---5 Days ISS/OSS  
(If behavior occurred on bus---5 days of bus suspension)  
3<sup>rd</sup> OFFENSE---10-day suspension  
(If behavior occurred on bus---10 days of bus suspension)

### **TARDINESS TO SCHOOL OR CLASS**

Students arriving to school between 7:50 and 10:30 will be marked tardy. **Students who arrive after 7:50 must report to the office for an admission/tardy slip.** All tardiness is unexcused, unless supported by a note from parent/doctor (see acceptable reasons in attendance policy). Students who accumulate **10** tardies will be required to produce a doctor's note for any tardy there after. Any student with an unexcused tardy after **8:30 a.m.** cannot participate in any athletic and/or extracurricular activity or practice scheduled for that day. PHS athletes with an excused tardy must be in school by **10:30** to be eligible for participation that day without prior approval from the principal.

The following guidelines apply to *each semester*:

1<sup>ST</sup>, 2<sup>ND</sup> & 3<sup>RD</sup> OFFENSE: Warning  
4<sup>th</sup> Offense = 1 Administrative Detention  
5<sup>th</sup> Offense = 2 Administrative Detentions  
6<sup>th</sup> Offense = 3 Administrative Detentions  
7<sup>th</sup> Offense and up = 1 Day of ISS

### **ADDITIONAL VIOLATIONS (NOT CATEGORIZED)**

Because of endangerment to the health, safety and welfare of the school community, the following offenses will be referred to the police and to the Superintendent for review. Should any of these infractions occur on the bus, a bus suspension will also be assigned.

- **Arson:** Full restitution for loss plus 10-day out of school suspension and/or expulsion to be determined by the board of education and a referral to the police for criminal charges
- **Intentionally pulling a false fire alarm:** 10-day suspension and/or expulsion (to be determined by board of education) and a referral to the police for criminal charges

- **Fighting:** 3-10 days of ISS or OSS and incident may be referred to the police
- **Bomb threat:** 10-day out of school suspension and/or expulsion (to be determined by board of education) and a referral to the police for criminal charges (*Possession and/or distribution of related literature is also strictly forbidden.*)
- **Racial epithets and/or ethnic intimidation:**  
Use of racial/ethnic epithets on campus is strictly forbidden. Students found in violation of this rule will be subject to an immediate 5-day suspension and the case will be sent to the Superintendent and the police for review. Additionally, any overt signs relating to “hate” displayed are also strictly forbidden.
- **Physical assault directed towards any school district employee:** 10-day out of school suspension and/or expulsion to be determined by the board of education and a referral to the police for criminal charges.
- **Smoking/Tobacco use-** Direct observation or use is not required; any reasonable evidence of smoking, use, or possession of any tobacco product or electronic cigarettes, personal vaporizers, or electronic delivery systems shall justify punishment. First offense – 3 days of ISS + \$40 fine; Second offense – 5 days of ISS + the offense will be reported to the District Magistrate for a fine; Third offense – 5 days of OSS + the offense will be reported to the District Magistrate for a fine. *See Board Policy #222 for more details.*

### WEAPONS POLICY

**Weapon** – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. See Board Policy #218.1.

**Possessing** – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. The Palmyra Area School Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public

conveyance providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period. The Superintendent shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.

### **DEFINITION OF CONSEQUENCES**

#### **ADMINISTRATIVE DETENTION**

Administrative detention will be assigned on the first available detention day. If the detention hour must be changed, a parent has until 11:00 a.m. to change the date of the detention. Unless there is a call from a parent, there will be no change in the detention. When assigned to detention, report to the assigned room by 2:55 p.m. Students who cause a disruption will be dismissed from the detention room and further disciplinary action will be taken. Detention will take precedence over all school, home, and WORK activities. The following rules will be enforced during detention:

1. No sleeping.
2. No food or drink.
3. Students are required to bring appropriate work to do quietly.

#### **IN-SCHOOL SUSPENSION (ISS)**

ISS may be assigned by the Principal or Assistant Principals for a period of 1-10 days. ISS means that a student attends school but is placed in a restricted environment for the duration of the school day. ISS begins at 7:30 a.m. and ends at 2:45 p.m. Students are expected to report to the ISS room before 7:30 a.m. No student shall be placed in ISS until the student has been informed of

the reason for the ISS placement and given an opportunity to respond. The parents/guardian shall be notified in writing when the student is placed in ISS.

Students are expected to bring all textbooks, materials and PASD laptop with them when they report to ISS and complete assignments along with assignments relating to the reason for placement. Additional rules are posted in the ISS classroom. The student's return to his or her regular schedule is contingent upon student conduct and work completion while in ISS. Students who are absent on an assigned ISS day, must report to the ISS room upon the first day of their return. Students will not be permitted to take any food or drink into the ISS room. A bagged lunch will be provided at the cost of the regular student lunch price. (Free and reduced lunch prices will apply.)

ISS students will not be permitted to participate in **or attend** any school activity or function held on the day (s) of the ISS placement (this includes athletic practices/contests and any extracurricular activity).

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

OSS may be assigned by the Principal or Assistant Principals for a period of 1-10 days. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. The parents/guardian and the superintendent of the district shall be notified in writing when the student is suspended. It is the student's responsibility to make-up exams and work missed when the student returns to school.

OSS students will not be permitted to participate in **or attend** any school activity or function held on the day (s) of the OSS (this includes athletic practices/contests and any extracurricular activity).

## **GENERAL INFORMATION/ POLICIES**

### **ACCEPTABLE COMPUTER/INTERNET USE POLICY**

Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators and students in the school district solely for educational and instructional purposes and other purposes consistent with the



educational mission of the school district. Use of the internet and e-mail network is a privilege. This Acceptable Use Policy (AUP) establishes guidelines for such use.

### **ASSEMBLIES**

Assemblies/Pep Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Pep Assemblies allow for building school pride and enthusiasm. Expectations for assemblies include:

- Proceed to the auditorium/gymnasium promptly.
- Sit in your designated area.
- Be courteous and respectful.
- Do not leave the assembly/pep assembly until dismissed.

### **ATTENDANCE POLICY \*\*\***

All absences are either legal or illegal. **ALWAYS GET A DOCTOR'S NOTE IF POSSIBLE!** **Parents are encouraged to fax (717-838-7915) or mail all excuses directly to the attendance office via US mail,** but students and parents may also deliver excuses to the office. **Teachers will not collect written excuses.** **Parents are encouraged to contact the Attendance Office on a regular basis to ensure excuses have been received.** Parents will receive an automated phone call whenever their child is absent even if they have already called the school to report their child absent for the day. **A signed note from a parent is still required upon the student's return to school.** E-mails will be accepted. Students should report to the office immediately upon their return to school with a signed note stating the reason for absence. Failure to produce a parental note within three days will cause the absence to be defined as an unexcused absence.

CTC students are still required to attend CTC when PHS is not in session. In these cases, students are required to provide their own transportation to/from PHS. PHS will provide transportation to the CTC. If PHS is in session but the CTC is not, half-day CTC students must still attend their classes at PHS.

Students arriving to school between 7:50 and 10:30 will be marked tardy. Students arriving to school between 10:30 and 12:30 will be marked a half-day absent.

Any student with an unexcused tardy after 8:30 AM CANNOT participate in any athletic and/or extracurricular activity or practice scheduled for that day. Students with an excused tardy must be in school by 10:30 AM to be eligible for participation in sporting events and extra-curricular activities, including music and clubs, that day. Any student who exceeds 10 or more tardies within the year, will be required to have a doctor note thereafter.

All notes, including doctor notes, must list each day covered by the excuse. Any altering of doctors' notes will be forwarded to the local police department for investigation.

Acceptable reasons for excused absence/tardiness: illness, quarantine, recovery from an accident, required court attendance, death in the family, family emergency, or pre-approved education trips.

Outside Appointments – If your student has a scheduled appointment they are permitted to miss up to  $\frac{1}{2}$  of school day. Should the appointment require more than this, please contact the attendance secretary prior to the appointment.

*\*NOTE: If the administration feels that requests for absences/tardies to be excused due to “family emergencies” become excessive, the administration may require proof of the emergency and/or a meeting with the student/parent.*

Unacceptable reasons for absence/tardiness: hunting/fishing, oversleeping, suspension of bus privileges, helping out at home or car trouble.

Requests for **educational trips** must be submitted to the office at least three days prior to the day of the trip and must be submitted on the appropriate trip Excusal form, which can be accessed from the High School Office. A maximum of 10 days for education trip(s) may be approved. If after approval, a trip is cancelled, parents must inform the PHS Attendance Office. Students are responsible for any missed work. Educational trips during Keystone Exam windows will not be approved for students in tested grades or subjects. Parents are also discouraged from planning educational trips during final exams.

- When a student accumulates seven days of absence, a “Letter of Concern” will be mailed to the parent or guardian. This letter will indicate our concern for your child’s attendance.
- Students who accumulate ten days of absence will be required to produce

a doctor's note for any absence that follows.

- The district will not include days for court appearances, religious holidays, funerals, and pre-approved educational trips when determining the need for a doctor's note.
- All absences of three days or longer require a doctor's note, regardless of the student's attendance record.
- Students will be permitted three days after their return to school to produce an excuse for any absence from school.
- Students accumulating three days of unexcused absences will receive an official warning. This warning will be mailed to the parent or guardian. If the student is under the age of 17, once this warning is issued, any unexcused absence will require the district to issue a citation for violation of state attendance laws.
- Students will be permitted to makeup graded assessments given or due on a day of an unexcused absence or tardy. They may only earn a maximum of 60% on that/those assessments(s).

### **BIKES**

Students may ride their bike to school; however, the school is not responsible for lost, stolen, or damaged bikes. Students must park their bikes in the bike rack and LOCK their bikes during the school day.

### **BRING YOUR OWN DEVICE**

The Palmyra Area School district grants wireless capabilities in District facilities to allow student-owned devices to be used in a classroom setting to support instruction and learning. With classroom teacher approval, students may use their own devices in the classroom to access, interact and save information from the Internet, communicate with other learners and use productivity tools to create assignments/projects. See "Bring Your Own Device" Policy for more details.

### **BULLYING/CYBER BULLYING POLICY**

The Board of School Directors prohibits conduct which constitutes unlawful discrimination, harassment, hazing, bullying and intimidation because of race, religion, sex, sexual orientation, color, national origin and ancestry, marital

status, familial status, disability, medical condition, age and gender. The Board expects that all students will maintain a learning environment, which is free of these inappropriate behaviors. Any student who fails to meet this expectation is subject to disciplinary action.

**Cyber Bullying:** An intentional electronic act or series of acts that are 1) directed at another student(s); 2) **occurs in the school setting**; 3) is severe, persistent and pervasive; AND has the effect of doing at least one of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Online harassment that occurs outside of school and does not meet the definition of cyberbullying above should be referred to the police by the student or his/her parent.

**School setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The term “bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

### **CAFETERIA**

During breakfast and lunch, students are expected to:

1. Report directly to the cafeteria.
2. Use a tray for any food or drink.
3. Deposit all lunch litter in wastebaskets and recyclables in the proper bins.
4. Return all trays to the designated area.
5. Leave coats and/or backpacks at lunch tables.
6. Leave the table and floor clean for others.

### **CAMERAS**

Security cameras are in positions throughout the building. While the primary purpose of the cameras is for security reasons, camera recordings may be used in disciplinary situations and/or in court.

### **CAREER AND TECHNOLOGY CENTER**

The Lebanon County Career and Technology Center (CTC) is an extension of Palmyra Area High School. Bus transportation is provided for students from Palmyra to the Lebanon County Area Career Technology Center and return. Students are encouraged to use this provided transportation. An official permission procedure is to be followed when students need to drive. Students are expected to be on time to ride the CTC bus. Repeatedly missing the bus will be result in an administrative consequence.

## **CELL PHONES**

Students may bring their cell phones to school at their own risk; however, cell phone use is permitted in the high school during the following times only: prior to the 7:50 bell, passing time (between classes), at lunch, and after dismissal. **Classroom teachers and staff have the ability to limit or prohibit cell phone use in their classrooms.** The school is not responsible for cell phones that are damaged, lost or stolen on school property. Administrators will not spend time investigating cases of lost, stolen, or damaged cell phones.

The following conditions apply:

- At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher.
- Phones should be set to silent (not vibrate) or turned off during all classes.
- Cell phone use is not allowed in ISS, Detention, or in other disciplinary settings.
- Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy (the Acceptable Use Policy, Academic Policy 102, Harassment Policy 248, and Bullying Policy 249), or school rules.

## **MINIMUM CONSEQUENCES**

1<sup>st</sup> Offense – Teacher-issued detention & verbal warning by administrator

2<sup>nd</sup> Offense – Administrative detention assigned

3<sup>rd</sup> Offense – 2 Administrative detentions assigned

4<sup>th</sup> Offense & up – 1 day of ISS assigned

- Administrators may confiscate phones when cell phone use does not comply with the guidelines in this handbook. Confiscated phones will be kept in the office until picked up by a parent or guardian during the hours of 7 AM – 3:30 PM.
- If/When asked by an administrator to turn over a phone, students are expected to comply respectfully. Failure to relinquish the phone and/or disrespectful behavior will result in additional and progressive disciplinary

consequences, including suspension, in accordance with the student handbook.

### **CHANGE OF ADDRESS/ COMMUNICATION**

If at any time during the school year you move to a different address within the district, the change must be reported to the office. A change in telephone number must also be reported. Any changes in email addresses should be reported to the school as well, if you wish to receive emails from the school.

### **CONTROLLED SUBSTANCES**

For the purposes of this policy, controlled substances shall mean:

1. All dangerous controlled substances prohibited by law.
2. All look-alike drugs.
3. Any synthetic drug or cannabinoid.
4. All alcoholic beverages.
5. Anabolic steroids.
6. Any drug paraphernalia.
7. Any prescription or patent drug (over-the-counter drug), except those for which permission for use in school has been granted, pursuant to Board policy.

District personnel will stand ready to cooperate with law enforcement and other community agencies to promote and insure a drug-free school environment. District staff are authorized to prevent from entering the Palmyra Area School District any person who possesses, attempts to distribute, or is under the influence of any prohibited substance. Depending upon circumstances, a referral may be made to Board for expulsion. When a student is in violation of this policy, she/he may be referred to the Student Assistance Team. See Board Policy #227.

### **Confidentiality**

The privileged confidentiality between students, guidance counselors, school nurse, school psychologists, home and school visitors and other school employees shall be respected. Confidential communications made to school employees shall not be revealed without student or parent consent unless the use of prohibited substances is concluded to affect the student's health and welfare of others. Any self-referred or voluntarily-referred student who seeks help for a chemical use/abuse/dependency problem, who is not under the immediate influence of a chemical substance, is not subject to the provisions for first offense violations as outlined in the Administrative Guidelines.

### **Violations**

A student violates this policy when s/he is under the influence of any prohibited substance, when s/he unlawfully manufactures, uses, possesses, distributes or attempts to distribute any prohibited substance on school premises, at any school sponsored activity at any location, or while traveling to and from school related activities. This includes any student who conspires, aides or abets the use, abuse, possession, constructive possession, sale, or distribution of prohibited substances.

When a student is in violation of this policy, s/he is subject to the school discipline policy as follows:

**First offense for Drug/Alcohol Use/Possession on District Property and School Activities**

- 5-day Out-of-School Suspension
- Police notification
- Conditional Re-Admittance or Expulsion if Conditions are not agreed upon or met:

A. No Level II or greater infractions for one full, rolling calendar year

B. Non-involved Student:

Participation in at least one extracurricular activity acceptable to the School District during the current or next semester of the school year. The student shall notify the Principal or is/her designee of the activity in which he plans to participate no later than the conclusion of the suspension. The student must complete of all classroom work missed during the period of out-of-school suspension and expulsion as reasonably determined by the Administration.

C. Involved Student:

Completion of all classroom work missed during the period of out-of-school suspension and expulsion as reasonably determined by the Administration.

Upon readmission to the School District, the student shall meet periodically with the Principal or his/her designee for the purpose of monitoring academic progress and participation in extracurricular activities and to discuss social issues, concerns, etc. The student must complete of all classroom work missed during the period of out-of-school suspension and expulsion as reasonably determined by the Administration.

**First offense for Drug/Alcohol Distribution/Sale on District Property and School Activities**

- Minimum of 5 to a maximum of 10 day Out-of-School Suspension
- Police notification
- Conditional Re-Admittance

A. No Level II or greater infractions for a full, rolling calendar year.

B. Non-involved Student:

Participation in at least one extracurricular activity is acceptable to the School District during the current or next semester of the school year. The student shall notify the Principal or his/her designee of the activity in which he plans to participate no later than the conclusion of the suspension. Upon readmission to the School District, the student shall meet periodically with the Principal or his/her designee for the purpose of monitoring academic progress and participation in extracurricular activities and to discuss social issues, concerns etc. The student must complete all classroom work missed during the period of out-of-school suspension and expulsion as reasonably determined by the Administration.

C. Involved Student:

Completion of all classroom work missed during the period of out-of-school suspension and expulsion as reasonably determined by the Administration.

#### **Second offense for D & A Use/Possession on District Property and School Activities**

- 10 day Out-of-School Suspension
- Police notification
- Recommendation for expulsion
- No conditional re-admittance
- Alternative Education placement

#### **Second offense for D & A Distribution/Sale on District Property and School Activities**

- 10 day Out-of-School Suspension
- Police notification
- Recommendation for expulsion
- No conditional re-admittance
- Alternative Education placement

#### **Prohibition of Anabolic Steroids**



Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion, and/or criminal prosecution. See Board policy for more details.

### **CUSTODY**

It is imperative that any custodial papers, or a notarized copy, be included with the student's permanent record. Any questions concerning records need to be directed to the Guidance Office. All biological parents have access to their child's educational records unless documentation, such as a custody order, indicates otherwise. For a student to be placed on our "Do Not Release" list, a court document must support and detail this request.

### **DISTRICT STUDENT DRESS CODE**

There are appropriate dress expectations for all environments. Work places, recreational facilities, public facilities and religious institutions all have dress code expectations. Schools are no different. Students must wear appropriate attire at all times. The administration and staff believe there is a definite relationship between good dress habits, work habits, and proper school behavior. Discretion, modesty and appropriateness will be the focus of our school dress code. Please refer to follow dress code parameters:

1. Visible undergarments.
2. Tops/dresses with spaghetti straps.
3. Tops that expose the midriff or cleavage, tube tops, and halter-tops.
4. Cut off shirts, sleeveless shirts, and tank tops are not permitted for young men.
5. "Cold shoulder" tops are permitted for young women – "Off the shoulder" tops are not.
6. Mesh shirts without something underneath.
7. Sunglasses, hats, bandanas, and hoods up on sweatshirts will not be permitted inside the building during school hours.
8. Dresses, skirts, shorts, or clothing worn as a dress must be at least mid-thigh in length unless spandex shorts are worn underneath. These spandex shorts must be closer to the mid-thigh than the hip.
9. Holes in clothing may not reveal skin above the mid-thigh.
10. The student shall not wear clothing, jewelry, or any other attire that present a health or safety concern or that advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior; lewd, profane, or obscene language or messages; and messages that disrupt or create reasonable apprehension of disruption of the educational program, including messages that advocate violence and mayhem, criminal behavior, or the violation of

Board policy and messages that have, as their sole purpose, the harassment and/or intimidation of others in the school community.

10. Flip-flops are not recommended; however, if students choose to wear them, the School District is not responsible for any injuries that may occur as a result of wearing flip-flops.

Reasonable accommodations may be made for religious or medical reasons or special days such as spirit or field days, with administrative approval. Students not abiding by the dress code will not be permitted to attend class. Parents will be notified and students will be sent home to change.

Naturally, not all trends in fashion can be anticipated. Administration and staff have the right to amend the above after communicating to the student body.

#### **DRIVING TO SCHOOL/PARKING LOT**

In addition to standard driving and parking regulations, the following rules are needed for equitable use and maximum safety:

1. All students who drive to school (including occasionally) will be required to register their vehicle with the office and provide vehicle information, as well as a copy of their driver's license.
2. An annual \$25 parking fee will be charged for all students parking in the lot. Registration of vehicles is required. The rate will not be prorated.
3. Students will be required to display their vehicle registration tag on the rear view mirror at all times while parked.
4. Students are to use only UNMARKED spaces and one space per car/truck only.
5. Students are not permitted to congregate in the parking lot before school. Students must enter the building upon their arrival on campus.

Any violation of the above may result in driving privileges being suspended, as well as, other consequences being assigned, including, but not limited to, administrative detention, suspensions and/or police notification.

**SEARCH OF VEHICLES:** School administrators may search motor vehicles at any time when suspicion related to personal property makes such a search necessary. When criminal prosecution may be necessary, police assistance will be utilized. Students should also be aware that cars parked in the parking lot may be subject to searches by drug-sniffing dogs.

### **EARLY DISMISSALS**

Early dismissals from school are acceptable only for the following reasons:

1. Professional medical services (A note from the parent is required upon a student's return to school unless the student is on a doctor's note requirement.)
2. Personal illness approved by the school nurse or principal.
3. Emergencies approved by the school principal.

### **ELEVATOR**

Only students with physical injuries may use the elevator, with permission from the office staff. Unauthorized use of the elevator will result in a disciplinary consequence.

### **EMERGENCIES**

Announcements will be made via Twitter, Facebook, email, automated calling system, as well as local news outlets. Parents are respectfully requested not to call the school during emergencies, so that school personnel can respond appropriately to the issue.

### **FIELD TRIPS**

You must submit a written permission slip to your teacher prior to the trip to be permitted to participate in field trips. Participation in field trips may be denied if a student is failing one or more classes. Just as with assemblies, participation in field trips is a privilege, not a right. It is the responsibility of the student to monitor the time and report to assigned locations as directed at the appropriate times, and to stay with his/her group. Failure to do so may forfeit the privilege of participating in future field trips. All school rules apply while on the trip. REPEATED SERIOUS MISBEHAVIOR THROUGHOUT THE YEAR MAY RESULT IN YOUR NOT BEING ALLOWED TO ATTEND FIELD TRIPS.

### **FOOD/DRINK**

Each classroom teacher has the right to set guidelines appropriate for their classroom.

### **FREEDOM OF EXPRESSION**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

### **GRADUATION**

Due to the formal nature of this ceremony, the following *minimum* dress code has been established by the Board of School Directors:

- o Slacks/Casual Pants (no jeans or shorts)
- o Collared Shirt or School Appropriate T-Shirt
- o Dress Shoes (no flip-flops or sneakers)
- o Dress, Skirt, or Pants (no jeans or shorts)
- o Dress Shoes (no flip-flops or sneakers)

In instances where financial assistance is needed, students may seek assistance from the school district.

All students must be properly attired in the appropriate cap and gown. In terms of honor embellishments, students may wear their National Honor Society cords/sashes, their CTC Honor Society cords/sashes, military recognition, Tri-M Honor Society cords/sashes, and any state or national level award (including athletics) earned by any school-sponsored club/activity. Club advisors/coaches must submit to the Principal a description of their students' cords/sashes by the deadline to be approved to be included in the program. Decorating cap tops with school appropriate decorations will be acceptable.

#### **GUESTS AT PALMYRA EVENTS**

Guests are invited to attend Palmyra events, including the prom, homecoming dance, school dances, and mini-thon under the following conditions:

1. May not have reached the age of 21 or older.
2. Are in good standing in their home school and community (no police record).
3. Submit a copy of their driver's license as well as the Guest Permission Form.
4. Receive permission from an administrator with a signature on the Guest Permission Form.

#### **LIBRARY/MEDIA CENTER**

The "Ross W. Watts" Library/Media Center is available daily from 7:30 to 3:30 pm. Students coming to the library to work on individual projects, must have a pass from the teacher whose class they are leaving. The librarian reserves the right to send students back to class if the library is full. The library media center is for formal and informal learning, reading, researching and studying. Please show consideration for others when using these facilities and resources. Eating and drinking in the library media center is strictly prohibited.

The library houses circulating and reference books, journals and course-reserve materials. The PHS Library Catalog is available online and can be accessed via the Palmyra District Website. Our research databases can be accessed from the library home page, which is part of the online library catalog. Username/passwords for these databases are available in the library. The library also has Kindles available for check out. Students must have a permission form signed by a parent or guardian prior to check out. The library media center is a member of the ACCESS PA network. The network provides access to school academic, public and special libraries across the Commonwealth of Pennsylvania. Interlibrary-loan materials may be requested via ACCESS PA. Please see the librarian for interlibrary-loan assistance. Unauthorized removal of resources from the library media center is considered a serious breach of school policy.

Circulating books and Kindles may be checked out for four weeks. These books may be renewed one time.

Reference materials may be checked out for overnight use. These materials may be checked out at the end of the school day and must be returned by 1st period the next day.

A fine of ten cents **per item/per day** will be charged for overdue materials. Students may not sign out additional materials until fines are paid in full.

### **LIFT TEAM**

Life Intervention for Teens (LIFT) is a student-assistance program to identify high-risk students who are experiencing difficulty in school because of emerging mental health problems or alcohol or drug involvement. LIFT is an intervention program, not a treatment program or disciplinary alternative.

### **LOCKERS**

All lockers that are available for student use on the school premises, including those located in the hallways, physical education and classrooms, are the property of the school. These lockers are made available for student use at school, but the lockers are not to be used to store items which cause, or could reasonably cause, or could reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions,

attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. For the safety of all students, specially trained drug dogs may be brought into the school periodically to search for drugs.

*If a new student would like a school locker to use, they should complete a locker request form in the main office.* STUDENTS MAY NOT USE EACH OTHER'S LOCKERS OR SHARE THEIR LOCKER COMBINATIONS. Everything found in your locker will be considered to be your property, regardless if you claim it belongs to somebody else. School officials have the right to search lockers with *reasonable suspicion*. Lockers may be searched throughout the school year, with the assistance of K-9 units and the police.

### **MEDICATION PROCEDURES**

- All prescription and over-the-counter drugs shall be administered by the school nurse, the parent, or, where the family physician so directs in writing, by the student.
- Before any medication may be administered to any student during school hours by the school nurse, in addition to the medication being in its original bottle, there must be a written order from a licensed healthcare provider. This written permission should include:
  1. Name of the child.
  2. Date and duration of the prescription.
  3. Name of the medication.
  4. Dosage and route of administration.
  5. Specific time or special circumstances in which the medication shall be administered.
  6. Specific length, period, or amount of medicine prescribed.
  7. Any possible side-effects or reactions as well as the necessary emergency response.
  8. Signature of a licensed healthcare provider.
- All prescription and over-the-counter drugs administered by the school nurse shall be securely stored and kept in their original labeled container in the nurse's office.
- All prescription and over-the-counter drugs shall be kept in their original labeled container for those medications self-administered by the student.
- If the prescription drug or over-the-counter drugs is administered by the school nurse, the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of

administration of the medication.

- If the prescription drug or over-the-counter drug is administered by the student him/herself, the school nurse shall maintain a record of the name of the student, the medication to be administered, the prescribing physician, the prescribing physician's letter directing that the student may self-administer, and the dosage and timing of medication.
- Violation of these procedures will result in disciplinary action.
- Student distribution of prescription drugs and/or over-the-counter drugs is a violation of the controlled substance policy.
- Students may not make their own arrangements to go home when feel they are ill. Students must go through the school nurse.

### **PHOTOS**

It is understood that if a parent does not desire to have their child's picture taken or video recorded and or published for any reason through the school district they will inform the high school principal in writing at the beginning of the school year by signing off on the back of the Emergency Card. This is to be completed annually.

### **PICK UP/ DROP OFF**

All bus drop off and pick up will take place in the circle in front of the main school

entrance. All parent drop off and pick up will be in the REAR of the building from 7:15

-7:45 AM and 2:30-3:00 PM. Thank you in advance for helping to keep everyone safe.

### **PRIMETIME**

Our goal at PHS is to engage all students in their education. In doing so, we hope to provide students with choice as to how they spend their time at school. PrimeTime is an attempt at providing extended learning opportunities for all students to remediate, enrich and enhance their high school experience.

On most Wednesdays, students will have PrimeTime. Below are listed details and procedures:

1. Students are expected to sign up for PT using their devices or laptops by Tuesday, 3pm
2. Students are expected to report to their PT and participate fully. Absences will be treated like a class cut.
3. Teachers may mandate (plus1) students attend their PT.
4. Seniors with all grades above a 80% at sign-up may choose to sign-out to use their PT to work on a purposeful activity. All sign-out students must sign out on the ipads in the atrium. Seniors who do not follow these

instructions will lose their opportunity to sign-out

5. Students are encouraged to use this time to benefit their school experience. Remediation should be first priority when selecting a PT activity.

### **REASONABLE FORCE**

Reasonable force may be used by teachers and school authorities under any of the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

### **SCHOOL COUNSELING DEPARTMENT**

The High School Counselors are available to assist students with academic, personal, social, and career planning needs in an effort to foster the success of all students. Students may visit the Counseling Office anytime between 7:50 a.m. – 3:15 p.m. Please visit the Counseling department's webpage for pertinent resources such as the Counselor Connection, a bi-weekly publication, and numerous college and career planning links. Students are encouraged to make an appointment with their counselor at any time. In order to successfully meet scholarship and college application deadlines, students must submit all transcript requests and supporting documents at least 14 days prior to deadlines. Transcript request forms can be found on the high school guidance web page and in the guidance office.

### **SEXUAL HARASSMENT**

It is a violation of both school policy and federal laws to sexually harass another person, or for you to be sexually harassed by anyone, student, or adult. Sexual harassment includes, but is not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature or based on an individual's gender; graphic or suggestive comments about an individual's dress or body; use of sexually degrading words to describe an individual; jokes, pictures, objects, or graffiti of a sexual nature; or overt sexual conduct that is intended to create, or in fact creates, an intimidating or hostile environment.

If students feel they are being sexually harassed and need help, they must tell an adult that they trust. Any teacher, the guidance counselor, the nurse, or any of the principals will help a student deal with the problem and get the appropriate help. See Board Policy #248.

### **SIGN-OUT**



Students at PHS are permitted to sign out for a variety of reasons. Senior Sign-out, Cougar Academy courses, AP study halls etc. Students must be passing all courses on their course load in order to sign-out. Every 2 weeks eligibility will be determined for continued sign-out privileges. If it is determined that is not eligible for sign-out they must report to the Cougar Academy during all sign-out times for 2 weeks regardless of grade changes.

### **SPECTATOR CODE OF CONDUCT**

Remember you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team, its fans, or officials of the contest. Praise student athletes in their attempt to improve themselves as students, as athletes and as people. Failure to demonstrate good sportsmanship may result in a fan being removed from a contest(s).

### **STUDENT MOVEMENT WITHIN THE BUILDING**

If students are in the hallways during class time, they will be expected to have their signed planner. Under no circumstances will students be allowed in any locker room without staff supervision. After 3:15 p.m., students may be in the building as long as appropriate behavior is exhibited. Athletes may not practice unless supervised by their coach.

### **TEXTBOOKS**

Students will be loaned textbooks at the beginning of the year, free of charge. Students should write their name and their teacher's name inside the front cover. Textbooks must be returned at the end of the year in a satisfactory condition. Students will be responsible for replacing lost or damaged textbooks, and report cards will be held until the obligation is fulfilled.

### **VISITORS/ STUDENT PICK-UP**

For the safety of all students, all visitors and parents who wish to pick up their child from school may be asked to present identification to the main office secretary. Students may not bring visitors to school. Parents/Guardians are always welcome to visit our school; however, all visitors must enter through the FRONT door and receive permission to enter the rest of the building and wear an ID badge. Parents wishing to discuss problems with teachers should contact the teacher directly and arrange a conference. Parents may not meet with teachers during the school day without an appointment. See Board policy #131 regarding parent visitations/observations.

**\*\*NOTE:** Palmyra High School reserves the right to add to or modify any of the policies listed in the handbook or those not listed in the handbook at any time.

## DAILY TIME SCHEDULES

### Normal Schedule:

72 minute periods

Period 1: 7:50-9:07 (+5 minutes for announcements)

Period 2: 9:11-10:23

Period 3,4,5: 10:27-12:13

Lunch A: 10:27-10:57

Lunch B: 11:05-11:35

Lunch C: 11:43-12:13

Period 6: 12:17-1:29

Period 7: 1:33-2:45

### 2- hour delay schedule

46/45 minute periods

Period 1: 9:50-10:36

Period 3,4,5: 10:40- 12:18

Lunch A:10:40-11:10

Lunch B: 11:14- 11:44

Lunch C 11:48-12:18

Period 2: 12:22-1:07

Period 6: 1:11- 1:56

Period 7: 2:00-2:45

### Prime Time Schedule

59 minute periods

Period 1: 7:50-8:54 (+5 minutes for announcements)

Period 2: 8:57-9:56

Period 3,4,5: 9:59-10:58

Prime Time 11:01-12:39

Lunch A 11:01-11:31

Lunch B 11:34-12:04

Lunch C: 12:07-12:37

Period 6: 12:40-1:39

Period 7: 1:42-2:45

## Early Dismissal Schedule

**Period 1: 7:50-8:23**

**Period 2: 8:26-8:58**

**Period 3,4,5: 9:01-9:34**

**Period 6: 9:37-10:09**

**Period 7: 10:12-10:50**

### **CTC Students/Parents/Guardians:**

Throughout the year at PHS, we host educational assemblies and pep rallies. CTC students are always welcome to return to PHS for these events if they can provide their own transportation to/from the CTC. Students simply need to sign out at the CTC office and sign back in at the PHS Main Office. The CTC does not necessarily follow the PASD calendar because they serve all the school districts in Lebanon County. Listed below are procedures for other transportation scenarios.

#### **Pre-Planned PHS Early Dismissals (Non-Weather Related)**

- CTC students are expected to attend the CTC as usual. Students will need to find their own transportation home upon their return to PHS, either at mid-day or the end of the day. No buses will run from PHS to students' homes.
- PM CTC students should report to the atrium after second period. They will wait there until 11:00, at which time they will be dismissed and transported to the CTC. Students will be able to secure their lunch at the CTC. Please note that students' PIN numbers will not work at the CTC, so they should bring cash for any lunch purchases at the CTC. Students will be transported back to PHS at regular dismissal time and will need to provide their own transportation home from PHS.

#### **Weather-Related Procedures**

- 2-hour delay at PHS – All students will be transported from home to PHS on regular buses two hours later than usual. Full-day CTC students will be transported to CTC two hours later than usual. AM students are not required to attend the CTC and no return transportation back the CTC to PHS will be provided mid-day. PM CTC students will be transported to CTC at their usual time.
- Should the CTC be open when PHS is closed due to inclement weather, no transportation will be provided.
- Should PHS need to close early, all students will be transported back to PHS in time to ride their normal bus home.

Should you have any questions, please feel free to contact the HS Office at 838-1331.