

# **PALISADES HIGH SCHOOL**



## **Student Handbook** **2023-2024**

Revised 8/25/23

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## **A MESSAGE FROM THE HIGH SCHOOL ADMINISTRATION**

Welcome to Palisades High School! This handbook provides information about numerous aspects of student life which will “inspire students to lead and prepare them to succeed”. Students and parents are also encouraged to review the District’s Policies specifically for policies in the 200’s, which pertain to pupils. Board Policies can be found on the School District’s homepage under the “School Board” [link](#).

Please feel free to contact us if you have any questions that are not answered in this handbook. Keep in mind this handbook is an overview of many commonly asked questions regarding procedures. However, it cannot contain explanations for every possible situation.

Best wishes for a healthy and successful school year!



Mr. Richard J. Heffernan Jr.  
Principal & Assistant to the Superintendent for Operations  
(610) 847-5131 ext. 2004



Mrs. Amber L. Schlosser  
Assistant Principal  
(610) 847-5131 ext. 2002

## FACULTY

Scott Antoni	Social Studies
Alex Bobsein	Social Studies
Mark Chilton	Science
Amy Colyer	Gifted
Steve Danley	Mathematics
Alanna Davis	Special Education
Page Davis	Spanish
Carole Lee Deemer	English
Kriss Dengler	Special Education
Tim Einolf	Mathematics
Dylan Fedell	Science
Joel Filling	German
Lindsay Fitz	Special Education
Heather Page	Nurse
Brian Gilbert	Athletic Director/Business & Technology
Lauren Gourley	English
Christopher Hastie	Health/Physical Education
Moriah Hoferica	Business
Neil Hong	Music/Choral Director
Karen Hornberger	Librarian
Brent Jones	Art
Todd Kellman	Science
Josh Kline	Driver's Ed
Emily Kumpf	Orchestra
Nick LaFevre	Social Studies
Cara LaFlamme	Science
Mandy Laubach	English
Rose Lipton	English
Susan Mette	Science
Sean McGovern	Social Studies
Margit Neiman	French
Jeanne Olliver	Special Education
Anxo Otero	Spanish/French
Nina Piper	English
Robert Reilly	Technology
Kevin Ronalds	Social Studies
Lauren Rood	Health/Physical Education
Nancy Rugel	Business & Technology
Shara Schopf	German
Sandra Shaffer	Mathematics
Lauren Sunday	Art
Dani Thomas	Journey's Program
Breanna Timochenko	Business Education
Erin Tolson	Special Education
David Wasser	Mathematics
Jeremy Wolf	Science
Amy Wright	Mathematics
Rebekah Yost	Music/Instrumental Director

**HIGH SCHOOL ADMINISTRATION**

Mr. Richard J. Heffernan, Jr.  
Mrs. Amber L. Schlosser  
Mr. Brian Gilbert

Principal  
Assistant Principal  
Director of Athletics

**DISTRICT OFFICE ADMINISTRATION (610-847-5131 ext. 4000)**

Dr. Bridget O'Connell	Superintendent
Mr. Richard J. Heffernan Jr.	Assistant to the Superintendent for Operations
Dr. Michael Donnelly	Assistant to the Superintendent for Educational Services and Principal of Tinicum Elementary School
Ms. Lorie Olexon	Business Manager
Mr. Lou deFonteny	Director of Student Services
Mrs. Donna Holmes	Director of Community Relations & Development

**DISTRICT SUPPORT SERVICES**

Mr. Al Crouthamel	Supervisor of Facilities Engineering
Mr. Gerard Giarratana	Director of Transportation/Warehouse/Food Service

**PUPIL/PERSONNEL SERVICES - PALISADES HIGH SCHOOL**

Mrs. Lori Tirjan	Counselor
Ms. Brianna Waldmann	Counselor
Mrs. Carole Lee Deemer	Dean of Cyber Academy
Dr. Amy Glascott	School Psychologist
Mrs. Hillary Strong	School Psychologist
Mrs. Katie Lloyd	Licensed Professional Counselor
Mrs. Samantha Pavone	State Reporter Specialist

**SECRETARIAL STAFF**

Ms. Tammy Labant	PALMS/PHS Secretary Athletics & Student Activities
Mrs. Laila Mednis	Guidance Secretary
Mrs. Kelly Miller	Main Office & Attendance Secretary
Mrs. Carole Scoggin	Principal & Assistant Principal Secretary

**BOARD OF SCHOOL DIRECTORS**

Mrs. Silvia LeBlanc (Bridgeton/Tinicum)	President
Mr. Scott Freeman (Bridgeton/Tinicum)	Vice President
Mr. James Hallowell (Bridgeton/Tinicum)	Treasurer
Mrs. Deana Lancenese	Board Secretary

**Directors:**

Mrs. Amanda Benolken (Springfield)  
Mr. David Haubert (Durham/Nockamixon/Riegelsville)  
Mr. Michael Hsu (Springfield)  
Ms. Cora Landis (Springfield)  
Mr. James Ott (Durham/Nockamixon/Riegelsville)  
Mrs. Shari Vandergast (Durham/Nockamixon/Riegelsville)

## **ALMA MATER**

*Hail, Hail Alma Mater! We'll be ever faithful and true;  
Our hearts now and always we will ever pledge to you.  
Hail, Oh Hail, Dear Palisades, let our hearts and voices swell;  
Hail, Hail, our Alma Mater that we love so well.*

## **PALISADES HIGH SCHOOL LEARNING ENVIRONMENT NEEDS**

In order to provide a safe, comfortable, and effective learning environment, the Palisades School District is committed to meeting the unique educational needs of all students. Parents who wish to make the district aware of their child's needs should contact the building principal or school counselor. Such needs may include but are not limited to the following:

- Special education
- Gifted education
- Medication or Medical accommodations
- Emerging, developing, or changing gender identity
- Tragedy, trauma, or other disruptive event
- Changes in affect, peer group, school attendance, or grades
- Changes to living situation (e.g. homelessness or custody arrangement)

## **SCHOOL HOURS**

### **HIGH SCHOOL HOURS**

Telephone access to the High School, Student, Attendance, and Guidance Offices is available to the general public from 7:30 a.m. to 3:00 p.m., Monday through Friday. (See "Guidance Office Summer Hours" for additional information).

### **SCHOOL DAY FOR STUDENTS**

The student day begins with period 1 at 7:40 a.m. The required academic day for students ends at 2:24 p.m. However, students may remain during the activity period on Tuesdays and Thursdays for extra tutorial help, to make-up tests, to participate in clubs / meetings at the discretion of the teacher or advisor. Late buses leave at approximately 4:55 p.m.

## **BELL SCHEDULE**

**Period 1:** 7:40-9:13

**Period 2:** 9:17-10:51

**Period 3:** 10:55-12:54

<b>A Lunch</b>	<b>B Lunch</b>	<b>C Lunch</b>
Lunch 10:53-11:23	Class 10:55-11:40	Class 10:55-12:24
Class 11:25-12:54	Lunch 11:40-12:10 Class 12:12- 12:54	Lunch 12:24-12:54

**Period 4:** 12:58 – 2:24

**A.M. Tech Departure:** 7:42 a.m.

**Return:** 10:50 a.m.

**P.M. Tech Departure:** 11:25 a.m.

**Return:** 2:23 p.m.

## **DELAYED OPENING SCHEDULE**

### **TWO HOUR DELAYED OPENING**

*AM tech departs at 9:45 a.m.*

Period 1: 9:40-10:12

Period 2: 10:16-10:51

Regular schedule begins with Period 3 at 10:55

### **THREE HOUR DELAYED OPENING**

*On 3 hour delays, students will report to period 1 or period 2 on an alternating schedule from 10:40-10:51 AM.*

*AM Tech students WILL NOT report to the Tech School. ALL PM classes and schedules will remain the same.*

**Period 1 or 2:** 10:40-10:51

**Period 3:** 10:55-12:54 (follow above lunch schedule)

**Period 4:** 12:58-2:24

### **EARLY DISMISSAL** (no lunch and no PM tech school)

**Period 1:** 7:40-8:24

**Period 2:** 8:28-9:17

**Period 3:** 9:21-10:05

**Period 4:** 10:09-10:55

### **LATE BUS DEPARTURE**

Tuesday & Thursday at 4:55 p.m. An announcement will be made when the bus arrives.

### **SIX DAY CYCLE**

All classes run on a six-day schedule - starting with Day 1, next is Day 2, and proceeding day by day until one reaches Day 6; then Day 1 is repeated regardless of the day of the week. For example, if the last day before a vacation is Day 3, the day the student returns to school will be Day 4. Students will be reminded of the day in the six-day cycle by reference to the "day" during morning announcements.

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## **GRADE LEVEL RETENTION**

Accumulating credits in the designated content areas is critical to a student's success and his/her graduation plan. Students who do not accumulate the minimum number of credits as listed below, will remain in the previous grade and be designated as that grade level student. Retention decisions for students with IEPs that do not meet the aforementioned thresholds will be made by the IEP team.

→ By August 15th, prior to the start of the new school year, students finishing the following grades MUST have earned the minimum number of credits, to be moved to the next grade level:

- ◆ 9th grade: 3.5 credits
- ◆ 10th grade: 10 credits
- ◆ 11th grade: 16 credits

Although a student may not have enough credits to be placed in the next grade level, they will take the next level course for any prerequisite courses that are successfully passed.

A student can earn enough credits to be placed with his/her initial grade-level as long as they successfully earn the established number of credits. Ideally, students successfully pass ALL courses they are enrolled in and accumulate the maximum number of credits toward graduation. If a student is having difficulty, they are encouraged to meet with his/her teacher to develop a support plan.

### **STUDENT INSURANCE (NON-ATHLETIC)**

Students may purchase the group accident insurance provided by a private carrier through the school district at a nominal cost. The District does not carry accident or health insurance on students for school day activities and does not assume liability for medical/dental costs for a student who does not have insurance coverage.

AG Administrators have plans available for those who are interested. For more information, go to the Palisades School District web page. Under Student Services, click on Student Accident Insurance. Additionally, you may visit AG directly on their website: [www.AGAdministrators.com](http://www.AGAdministrators.com).

### **VISITORS**

Visitors are welcome on campus for the purpose of conducting official business and are required to register at the high school office. All visitors must submit a driver's license or other official picture identification at the main office. The administration reserves the right to exclude anyone that they deem potentially disruptive to the normal educational process. Social visits during the school day are prohibited.

**All guests must wear a visitor's pass as identification.** Palisades students are not permitted to visit other schools or school districts on days off without permission from the school being visited. Visiting alumni must visit after the school day has concluded and should seek prior approval from teachers.

### **VOLUNTEERS**

If a parent or community member wishes to volunteer, they **must** provide clearances to:

Mrs. Susan Keogh  
Human Resources Associate  
35 Church Hill Rd.  
Kintnersville, PA 1893

Clearances must be submitted **prior** to volunteering any service within our school or for a school-sponsored activity. Please reference [Board Policy 916](#) for specific information regarding this requirement. Please click [here](#) for specific information regarding volunteer requirements. Please note, if a person volunteers 10 or more hours in a week, they are required to get a Tuberculosis (TB) test.

### **LOCKERS**

Each student is loaned a separate locker for clothing, books, and personal belongings. The student is responsible for the security and condition of his/her locker at all times. A student should only use the locker they have been assigned.

According to the regulations of the state board of education as well as case law, "School authorities may search a student's locker to determine the presence of any illegal material which may be a threat to the health, safety, and welfare of the school community. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings."

The student is responsible for maintaining a clean and sanitary locker and they will be held accountable for any damage to the locker. When a student is having difficulty with the locker, the problem should be reported to the main office secretary. **Jewelry, money, or other valuables should not be stored in the locker. The school is not responsible for these items.**

#### ***Help prevent locker theft by following these simple rules:***

1. Never (not even during the school day) keep money or other valuables in your locker.
2. Never give your locker combination to another student or friend.
3. Report damaged lockers (especially those that will not close properly) to the main office secretary as soon as possible.

### **LOCKER ROOM VALUABLES POLICY**

Students are requested not to bring valuables of any kind into the gym locker rooms when they are scheduled to use that facility. The school and teacher/coach cannot assume the responsibility for safeguarding student valuables. Students who insist on bringing valuables (wallets, money, jewelry, etc.) into the locker rooms are advised to use **the locker room security lockers** or leave the items with the physical education teacher during class.

### **USE OF GYM LOCKERS**

Because of the limited number of lockers in each gym locker room, students are advised to use these lockers with the following directions:

1. Lockers may be used during assigned gym classes and during athletic practices only. Overnight use is not permitted.
2. Personal locks must be removed after each gym class or athletic practice.
3. Lockers are not designed to accommodate clothes. *Only* use lockers for storage of valuables.

### **STUDENT RECORDS**

The school keeps three record folders for each student:

1. **The Cumulative folder**, on file in the guidance office, includes such items as the school registration form, report cards, and other non-confidential information.
2. **The Personal folder**, on file in the guidance office, contains confidential information such as anecdotal counseling records, test results, individual education plans, etc.
3. **The Student's Health record** is maintained in a folder in the nurse's office.

A student's school records are open to the student and/or parent. If you wish to see any or all of these records, send a request in writing to the principal or school counselor and an appointment will be made within 30 days. During the appointment, the counselor and/or other professional personnel will be present to answer any questions you might have.

Other than school personnel with legitimate reasons for seeing a student's records, no one is permitted to see the student's folders without written permission (except in the case of a court subpoena). This policy protects your right to privacy.

At the end of the 12th grade, the student's personal folder is reviewed by the school counselor, and material no longer necessary is destroyed. Official administrative records will be maintained in perpetuity by the school district. Personal records will be destroyed three years after graduation or upon withdrawal from school, with the possible exception of certain special education records.

Copies of the complete Student Record Policy, Board Policy No. 216, are available for your review on the District's website.

### **ANIMALS**

Students are not permitted to bring animals to school without obtaining permission from the building administrator. The building principal/assistant principal reserves the right to deny any request based upon the circumstances.

Service animals will be addressed on an individual basis as per [Board Policy 718](#).

## **LIBRARY INFORMATION**

Students with passes signed by supervised study or classroom teachers may use the library during the school day.

### **1. APPROPRIATE LIBRARY BEHAVIOR**

The library is open to students beginning at 7:30 a.m. each day and ending at 2:30 p.m. unless supervised by a teacher or staff member. The library will be open for student use from 2:30-4:00 p.m. once per week throughout the school year. Please listen to the morning and afternoon announcements regarding the details of the extended hours. Students using the library are expected to be cooperative and considerate. Courteous behavior ensures an atmosphere in which working, studying, and reading exist for everyone's benefit. Some specific library procedures to remember are:

1. Passes are required to use the library during periods 1-4.
2. A replacement fee will be charged for any lost or damaged books.

### **2. COMPUTER & CHROMEBOOK PROCEDURES FOR PALISADES SCHOOL DISTRICT** **(Chromebook Central is located in Library)**

The Palisades School District utilizes computers and Chromebooks as one way of enhancing its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole. In order to make these resources available to everyone, the district expects, in return, that people who use the school's computers and/or Chromebooks will do so in a way that is consistent with its educational mission. More information regarding the Palisades School District's technology use can be found by clicking on this [link](#).

Students may use computers and/or Chromebooks for work related to current course assignments. Students are expected to use computers and/or Chromebooks responsibly and to follow all guidelines including:

1. No one will deliberately access educationally inappropriate materials or show others how to do the same.
2. Students will only use the login name(s) assigned to them by the Technology Coordinator; no one may try in any way to obtain a password for another login name.
3. Only the Technology Coordinator/Technology staff or appointed persons will run or install a program on any of the district's systems.
4. Sharing of programs which could result in eventual damage to a file or computer system is prohibited.
5. Rights of others should be observed in relation to the privacy of the files one might store on a computer or a disk by not viewing, altering or damaging those files without the owner's permission.
6. Everyone will respect and uphold copyright laws.
7. Go Guardian will be used to monitor students' use with the district's technology. School district owned Chromebooks, laptops, other electronic devices, and anytime a student is logged onto the PSD network Go Guardian filters are in use. Specifically, explicit and self harm searches are monitored. If the district receives an alert regarding a student's search, it will respond in a manner that aligns with its established [Board Policy 815](#).
8. If a student has any Chromebook debt, they must pay this debt in order to participate in extracurricular activities.
9. **ALL STUDENTS MUST AGREE TO COMPLY WITH BOARD POLICY 815, ACCEPTABLE ELECTRONIC USE POLICY.**

### **SCHOOL-SPONSORED TRIPS**

Any student going on a trip sponsored by the school, e.g., teacher field trips, spectator buses, special activity buses, etc. must submit signed parental permission forms to the trip advisor at least **one week prior to the departure date**. Students are also reminded that they are not permitted to transport themselves to or from a field trip site.

Because of a typical circumstance inherent in overnight trips (i.e.: senior class trip), separate regulations are established to assure the health, safety, and welfare of each student is protected. Students and parents are advised to fully apprise themselves of these regulations and the consequences for their violation before signing the agreement to participate. An informational letter/itinerary and permission form from the advisor(s) will be sent to each parent (via participating students) prior to an overnight trip.

**The administration reserves the right to prohibit any student from attending a school sponsored trip (including the Senior Class Trip) who has been suspended, is in academic difficulty, is in violation of state compulsory attendance laws, or who owes outstanding financial obligations to that particular club/organization/class, etc., on whose trip the student wishes to participate.**

**As per Board Policy 121: Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations. The rules and regulations governing student behavior on field trips are the same as those which apply during the regular school day.**

### **FIELD TRIP REGULATIONS AND RESPONSIBILITIES**

1. Students who have one or more "F's" in a quarter or who have exhibited poor citizenship will not be allowed to participate in field trips. A teacher may not permit a student to attend a trip if his/her academic performance is failing. In order to offer teachers this opportunity that places academics first, the sponsoring chaperone **MUST** provide a list to the faculty and staff at least one week in advance of the scheduled trip.
2. Students who have received an OSS during the current academic school year are ineligible for day and overnight field trips.
3. Students with excessive unexcused absences are ineligible to participate on field trips. It is the chaperone's responsibility to identify who these students might be.
4. Student Responsibilities:
  - a) If leaving on a trip sometime during the school day, students shall submit all major assignments, projects, papers, etc., to their teachers on that day before they leave. (Includes in-house involvements)
  - b) If leaving on a trip for the entire school day (before the school day begins) students shall submit all long-range major assignments to their teachers on the day before the trip.
  - c) Inquire at least 5 days in advance from their teachers what they will be missing in class on the day of the trip or activity.
  - d) Upon return to class, submit all work due for the day missed if it was assigned in advance of the trip date. If new material was covered while the student was on the field trip, please be flexible and work with the student to identify a reasonable deadline.
5. Students who do not fulfill their responsibilities in these instances will receive a grade reduction for the work, paper, project, etc. that was completed during their absence.

## **DISTRICT EMAILS:**

Each student has a district email that allows them to electronically communicate with administrators, faculty members, staff and other students inside the district. As an added layer of safety, students will not be able to send/receive emails to/from any address outside of the school district. If there is an academic reason to email someone outside of the district, please contact the District's Technology staff with your request to email outside of the district at the following email address, [itstaff@palisd.org](mailto:itstaff@palisd.org).

*Student accounts are shut down a year after graduation and are reminded to use their personal email to communicate with postsecondary institutions/employers.*

## **CELL PHONE/ELECTRONIC DEVICE, WHICH INCLUDES CHROMEBOOKS, POLICY**

Electronic devices offer great potential as learning tools. Therefore, Palisades High School will permit the use of electronic devices under the following guidelines and conditions:

- Electronic devices include the following: cell/smart phones, chromebooks, tablets, IPODs, MP3 players.
- **Classroom use is at the teacher's discretion and must be used for educational purposes. Electronic devices must remain out-of-sight and silenced unless otherwise directed by the teacher.**
- Students should not use another student's Chromebook.
- Any intentional damage to Chromebooks will be considered as vandalism to school property, and a student will be assigned consequence(s) and invoiced for these damages.
- Students may use their electronic devices for personal and educational purposes anytime they are in the cafeteria, library, or hallway. This includes lunch periods as well as study halls that are located in the cafeteria. Ringers should be silenced; however, texting and talking on the phone is permitted. Teacher approval to use electronic devices during "cafeteria" time is not needed.
- Students may not use a camera or a video camera during the school day without the consent of a teacher and/or administrator. This includes recording other students without consent.
- If using a cell phone in the hallway, students should exercise caution as to not be a danger to anyone else or themselves.
- The use of any electronic device that causes a disruption or distraction to the educational process will be confiscated.
- All electronic devices are subject to being confiscated during an investigation.
- Students listening to music through an electronic device are permitted to use only one earbud.

**Any student who abuses the cell phone policy will be subject to the following disciplinary consequences:**

### ***First offense:***

1. Electronic devices will be taken and given back to the student at the end of the day.
2. Name documented on list of offenders.

### ***Second offense:***

1. Electronic devices taken and given back to the student at the end of the day.
2. Two hour Saturday detention.

### ***Third offense:***

1. Electronic devices taken and the parent/guardian must pick it up.
2. Four hour Saturday detention.

***Refusal to hand over a device will be considered "defiance," which will result in additional consequences.***

***In addition, please note the following:***

Any student who uses or has a cell phone/electronic device visible during an exam or test, as well as standardized tests (i.e., Keystone, PSSA, PSAT, AP Exams, etc.) will have the cell phone/electronic device immediately turned over to the test administrator, receive appropriate consequences, and could receive a zero on the assessment.

**PASS RESTRICTION LIST**

Students will be placed on pass restriction for the following reasons:

1. Habitual lateness to class
2. Class cuts
3. Being in the hall without a pass and/or misuse of pass
4. Not reporting to area designated on pass (signing out to lavatory and returning with food)

***Consequences of Pass Restriction:***

Students who are on pass restriction are not permitted to leave the classroom, with a pass, with the exception of the following:

1. Students who are on pass restriction and need to use the restroom MUST report to the nurse's office restroom.
2. Special arrangements are made between both the teacher and the student.

The duration of pass restriction will be determined by the administrator.

**EMERGENCY DRILLS**

School security and the safety of students, staff, faculty members, and visitors remains a top priority of the School District. School procedures and mandates are always changing to stay current with Law Enforcement's recommendations and emerging trends in the field. A new surveillance system has been installed to help secure the safety of the high school. Listed below are several items related to ongoing and NEW safety procedures:

**1. EXTERIOR & CLASSROOM DOORS:**

- a. Classroom and exterior doors must remain locked at all times. If a student is found "propping a door" or letting another student in through an exterior door, consequences will be assigned as follows:
  - i. Administrative Conference
  - ii. Saturday detention
  - iii. Saturday detention and parent conference
- b. Each classroom has been equipped with a Barracuda Door Lock to provide another resource for barricading in a classroom during an emergency situation.
- c. Interior and exterior video cameras are located throughout the high school and at each exterior door.

**2. EMERGENCY DRILLS:**

- a. Emergency Drills, which include the following routinely occur: Evacuation, A.L.I.C.E., Lockout, Shelter in Place, Weather Preparedness, and Parent-Reunification. Appropriate conduct must be maintained during all drills.

**EVACUATION PHONE NUMBER**

In the event of an emergency evacuation of the high school students that leave the premises are required to call **484-833-2100** and leave the following information: First/Last Name, Current Grade and Location.

## **CURRICULUM AND GRADING INFORMATION**

### **1. PROGRAMS OF STUDY:**

Palisades High School offers programs in College Preparatory, Palisades Cyber Academy and Technical areas of study. Technical courses are available through the Upper Bucks County Area Technical School.

The choice of a program of study necessitates very careful consideration by students and parents, and should be made on the basis of the student's interests, ability, and career requirements. It is advisable to work closely with teachers and counselors in the selection of a program of study.

All students are encouraged to be enrolled in a full schedule of classes each semester.

### **2. COURSE AUDIT:**

A student may elect to audit a course of his/her choice above the required course load with teacher's and counselor's approval if space in the class permits. The student will be responsible for reporting to class daily and participating in class activities such as homework, tests, and class discussions. Such audits may be terminated by the student or teacher with the advice and consent of the student's counselor and notification of parents/guardians.

If a student withdraws from a course to replace it with an "auditing" of the same course, the procedure after the first grading period is as follows:

- a) Recommendation of teacher and counselor
- b) Signed parental agreement
- c) Principal's approval

**NOTE:** Consideration may be given to award credit per the "Course Challenge Policy" via recommendation of teacher and counselor and principal's approval.

As per the "Course Challenge Policy," credit may be assigned to a student enrolled at Palisades High School who successfully challenges a course. Challenge refers to the process of student testing/evaluation independent of taking the full course. Typically, challenge assessment scores must be equal to or greater than 70% to receive challenge credit. However, math challenges require a grade of 80% or better.

The requirements for a successful challenge may be completion of tests, projects, and writing activities, or any combination of these evaluative criteria. A specified minimum amount of time in a course is not an essential requirement.

Information about procedural stipulations, awarding of credit, courses accessible for challenge, timelines, exceptions, etc. may be obtained from counselors. Reports of successful challenges (course title, grade, etc.) are sent to: counselor, parent/student, and guidance secretary.

Please click this [link](#) to review the course challenge application and process.

### **3. DROP/ADD POLICY:**

Students will be permitted to drop or add a course without penalty within the first 6-day cycle of the semester. Courses may only be dropped or added due to a scheduling error or failure to meet prerequisite courses. SENIORS MAY NOT DROP/ADD COURSES AFTER TRANSCRIPTS HAVE BEEN SENT TO COLLEGES EXCEPT IN THE CASE OF ADDING A COURSE DUE TO A COURSE FAILURE THE PREVIOUS SEMESTER. All drop/adds must be completed through the guidance office and must be approved by the principal. Please note, seniors MUST take at least 6.5 credits.

#### **4. COURSE WITHDRAWAL:**

Consideration will be given to requests for student withdrawal from a course when it is acknowledged by the teacher, counselor, and principal that such withdrawal is in the best interest of the student.

**Students are not permitted to withdraw from a course (“WP” or “WF”) until at least one marking period has elapsed for any semester or full year course.** In the case of an approved course withdrawal, a student will not be permitted to elect a replacement course for the balance of the semester; consequently, all students dropping a course are assigned to supervised study. In the instance of a first semester withdrawal, a second semester course may be selected if class size permits.

Withdrawing while passing is indicated on report cards as “WP”. Withdrawing while failing is indicated as “WF”. Grades of “WP” and “WF” remain permanently on student transcripts.

Deadline for withdrawal of a course is one month prior to the end of the course.

#### **5. WITHDRAWAL FROM AN ADVANCED PLACEMENT COURSE:**

Students who have registered to take an Advanced Placement course may not drop the AP course from their schedule after August 15<sup>th</sup> of the current school year, unless they can verify that they have completed all AP summer assignments. Failure to complete summer assignments is not a valid reason to drop an AP course; instead it will be reflected in their grade for the course.

#### **6. GRADUATION / DIPLOMA REQUIREMENTS:**

To be eligible to earn a diploma, a student must complete a planned program of required and elective courses totaling 24.5 credits AND successfully completed one of the PDE Pathways to meet Act 158 requirements. Parents and students are advised to consult the Curriculum Guide for more information. Seniors will be eligible to receive the diploma granted to their class if failed work during the senior year is completed before September 1 following a June graduation. However, no student may participate in the graduation ceremony until all graduation requirements have been met. Seniors are reminded that they must carry 6.5 credits in their senior year even if they need fewer credits to graduate.

#### **7. SUMMER SCHOOL AND TUTORING:**

In an effort to provide flexible opportunities for students to fulfill graduation requirements, Palisades High School will offer an **ONLINE SUMMER SCHOOL CREDIT RECOVERY PROGRAM** instead of the traditional face-to-face summer school classes. Students are required to pay a fee to attend Summer School. Students who have received a grade of “NC” in one or more courses: science, social studies, math, English, world language, physical education, health, and/or driver’s education courses, will be eligible for summer school. A letter will be mailed home to all eligible students. Pending satisfactory completion of summer school, the student will earn a grade of C- for the course and that grade will be calculated into their grade point average and class rank. The original grade of NC will remain on the transcript and will also be included in GPA and class rank calculations.

#### **8. ONLINE COURSES:**

Students may take online courses that are not associated with the PCA program and/or the online courses taught by PHS teachers. However, these courses can count toward their graduation requirements only as elective credits. However, the course will NOT be calculated into class rank or GPA. Students wishing to take online courses will need to do the following prior to enrolling and receiving credit:

1. Contact his/her counselor
2. Complete necessary paperwork
3. Receive the principal’s approval
4. Pass PHS course exam with an 80% or better for the online course taken in Math and World Language areas.

***\*Live Streaming in face-to-face classes is prohibited.***

## **9. GRADING SYSTEM:**

Palisades High School will use the following letter system of reporting academic progress as follows:

<b>Letter Grade</b>	<b>Numerical Coverage</b>	<b>GPA Scale</b>	<b>Description Progress</b>
A+	97-100	4.0	Excellent
A	93-96	4.0	Excellent
A-	90-92	3.7	Excellent
B+	87-89	3.3	Above Average
B	83-86	3.0	Above Average
B-	80-82	2.7	Above Average
C+	77-79	2.3	Average
C	73-76	2.0	Average
C-	70-72	1.7	Average
*D+	67-69	1.3	Below Average
*D/D-	60-66	1.0	Below Average
NC	55-69	0.0	No Credit
F	Below 55		No Credit
S	Passing		Satisfactory
U	Failure		Unsatisfactory

### **Codes:**

**WP:** WITHDREW PASSING

**WF:** WITHDREW FAILING

**I:** INCOMPLETE

**NC:** NO CREDIT

*\*transfer/UBCTS only*

With a final grade of "NC," the student is eligible to attend summer school to earn credit.

With a final grade of "F," the student is not eligible to attend summer school.

## **10. GRADING POLICY:**

Grade Determination Formula (Final Average):

### **A. YEAR LONG COURSES WITH EXAMS**

Each teacher assigns a numerical average to each of the four marking periods, the mid-year exam, and the final exam. Each marking period grade is 20% of the final grade. The mid-year exam is 10% of the final grade. The final exam is 10% of the final grade.

### **B. SEMESTER COURSE WITH A FINAL EXAM**

Each teacher assigns a numerical average to each marking period and the final exam. Each marking period grade is 40% of the final grade. The final exam grade is 20% of the final grade.

## **11. PLAGIARISM/CHEATING:**

Plagiarism/cheating is the claiming and/or sharing of another person's (even another student's) work as your own. If a student shares his/her work with another student, with the intent for this student to use as his/her own work, this action is also considered plagiarism. Plagiarism/cheating (copying or paraphrasing of an entire work, partial plagiarism/cheating (copying or paraphrasing of sections of a work from another source, and structural plagiarism (using the format from another source when an original one is required), are considered under the policy.

Plagiarism/Cheating will be monitored at the department level. The following penalties will be assessed if a student is found guilty of cheating on any test, project, or assignment.

1. At the teacher's discretion, the student may be given a zero as a final grade on that assignment.
2. Parental notification by the teacher will occur.
3. First offense will result in a one day **In School Suspension**. (ISS)
4. Second offense will constitute **Out of School Suspension**. (OSS)
5. Students will be denied the privilege of membership in academic clubs for the remainder of the year. Any future recommendations given by teachers may also be affected.
6. Any instances of plagiarism/cheating can also affect college admissions. We are required to report any instances of "academic integrity" if the college requests.

#### **12. INCOMPLETE GRADE(S):**

Students whose required work for any grading period is not complete when due may, depending upon the circumstances and at the discretion of the teacher, be given an Incomplete (I) on their report card.

The Incomplete grade (I) may remain for a period of time not to exceed five (5) school days following the date on which report cards are distributed to students. (Policy exceptions: serious illness or hospitalization, death in family, etc.)

#### **13. HOMEWORK:**

In addition to regular class work, outside assignments are essential components in most courses. Board policy #130 states, "Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits, and organizational skills." All students are advised in writing in classes during the first week of school of their obligations to meet the minimum course requirements for successful completion of a course.

Upon the day of return from any absence, students are responsible to check with their teachers for work missed. When a student is absent or expecting to be absent from school for any extended period of time, students should check respective Canvas courses and contact their teacher(s) for missed work.

#### **14. FINAL EXAMS AND/OR FINAL PROJECTS:**

Final examinations serve the dual purposes of testing student academic achievement and of preparing students for the workplace and college testing. Students are required to take all examinations or complete final projects. Unexcused absence from the final exam results in a grade of "F" for mid-year or final exam, and an "F" in a subject's final average.

Students who fail to take a mid-year exam in a year course will be withdrawn from the course and placed in supervised study. They will not be allowed to add another course to their schedule during the school year in which the mid-year exam was not taken.

Courses failed as a result of students not taking the mid-year/final exam and cannot be taken for credit in summer school during the school year in which the mid-year/final exam was not taken.

#### **15. FINAL EXAM EXEMPTION FOR SENIORS:**

Seniors who have an average of a 90% or better will be exempt from the final exam. For example, a student can be exempt if they score lower than an A- on the mid-term exam as long as the "average" is 90% or better. The formula to derive will be as follows: 45% MP, 45% MP, 10% mid-term.

#### **16. FINAL EXAM EXEMPTION REGARDING AP COURSE EXAMS:**

Final exam exemptions for seniors, as cited above, do NOT apply for AP Exams. Students who have an 85% course average or better AND take the AP Exam are eligible for exemption from the teacher's exam.

### **17. REPORT CARDS:**

The school year is divided into four grading periods. Report Cards will be issued to students during period 1 and sent to parents electronically. This Report Card indicates the grades for all grading periods as well as final exam grades and the final grade average. Mr. Heffernan will notify you at the interim point and end of each marking period through his weekly emails.

***Parental concerns about grades should be addressed directly to the teacher or a school counselor.***

### **18. HONOR ROLL:**

An Honor Roll is published following each quarterly grading period. The criteria for Honor Roll status is as follows:

1. To achieve "Distinguished Honor Roll", a student must have A's in all subjects.
2. To achieve "Honor Roll", a student must have B's or better in all subjects.
3. To achieve Honor Roll or Distinguished Honor Roll status, a student must exhibit evidence of good citizenship and responsibility. Any student suspended out-of-school during a quarterly grading period forfeits the opportunity to be considered for Honor Roll status. (Note: quarter forfeited is tied to date of infraction).
4. In courses graded as Pass/Fail or Satisfactory/Unsatisfactory, students must be graded "Pass" or "Satisfactory" to qualify for Honor Roll/Distinguished Honor Roll distinction.
5. Students with "Incompletes" beyond the five-day make-up period without cause will not be considered for Honor Roll status.
6. A student must have received a grade of "A" or "B" on their Portfolio to be eligible for honors.

### **19. ACADEMIC LETTERS:**

A student who excels in the academic program, may earn an academic letter. The **criteria** to earn a Palisades High School Academic Letter will be the same criteria currently used to identify students for Distinguished Honor Roll.

#### ***A student must:***

1. receive all A's each quarter and the final grade for a course must be an A.
  - a. The student may receive a grade lower than an A on a final exam, but the final grade for the course must be an A. *Exception:* if a student is enrolled in a weighted 8.0 course (i.e.: AP), they may receive a B or better.
  - b. The student must attain a grade of pass or satisfactory if a course is graded as pass/fail or satisfactory/unsatisfactory.
  - c. The student must receive an A or B on his/her portfolio.
  - d. If a student receives an incomplete beyond the five-day makeup period (without cause) they will not be considered for an academic letter.
2. Exhibit evidence of good citizenship and responsibility; any student suspended out of school will be ineligible.

#### ***Academic Letter Recognitions:***

1. Students will be recognized at class meetings in September following the year they received the Academic letter.
2. Students who receive an academic letter all 4 years, will be recognized at graduation by wearing an appropriate cord and introduced by the principal.
3. Students who receive an academic letter all 4 years, will also receive a medal at the senior awards ceremony.

### **20. GRADE POINT AVERAGE/CLASS RANK:**

The Palisades School Board authorizes a system for calculating grade point average based upon credits attempted and grades received for students in grades 9 through 12. Furthermore, the Board authorizes a system of weighted class ranking based upon credits attempted, weighted course multipliers, and grades received for students in grades 9 through 12.

Class rank shall be computed through the addition of weighted course points earned for all courses attempted in grades 9 through 12. Weighted course points shall be determined by multiplying the numerical value of the final grade, times the course credit, times the weighted course multiplier. In each grade, the student accumulating the highest number of weighted course points shall be ranked number one. Weighted course points shall be cumulative from year to year in grades 9 through 12. For further information on the specific courses (and the weights assigned) affected by this policy, please refer to the Palisades High School [2023-24 Curriculum Guide](#).

#### **21. CREDIT LIMITS:**

Only courses taught by PSD faculty, Scholar's program courses, and dual enrollment courses taught at Palisades High School will count toward class rank and GPA calculations as noted in the following:

- 8.25 credits will be the maximum number of credits accumulated each year (except to add the following online classes taught by PHS Faculty per semester: online health, online driver's ed, online financial literacy).
- FULL CYBER ONLY: classes purchased by the district for the cyber program will be ranked and weighted and are included in 8.25 credits (Apex rank of 6 and Educere rank of 5).
- Additional coursework that receives an S/U does not count toward GPA/class rank, but the students may take them above the 8.25 credits/year. Upon receiving pre-approval, these credits will count, as well as elective credits toward graduation requirements.

#### **22. TEXTBOOKS, MATERIALS AND EQUIPMENT:**

All "materials" issued to students for personal use are the property of the Palisades School District. Students are solely responsible for the same numbered textbook, item of clothing/equipment, Chromebook, etc. issued to them and must pay for its replacement if lost or damaged. \*Please note: textbooks are expected to be covered at all times.

Palisades School Board Policy requiring restitution for loss/damage at full replacement cost applies also to band and athletic uniforms, library materials, Chromebooks and Chromebook accessories and other items of school equipment for which a student is assigned responsibility. If a student is in any debt upon graduation, they will not be able to receive their diploma until all debt is paid in full.

#### **23. ASSESSMENT PROGRAM (High School):**

Standardized testing takes place at Palisades High School with individual results going home to parents. The following grade level tests and administration time are below:

- Grade 9:  
\*Keystone Exams in Algebra I, Biology, and English Literature
- Grade 10:  
PSAT in October  
\*Keystone Exams in Algebra I, Biology, and English Literature
- Grade 11:  
PSAT (Juniors who wish to take this exam must register and pay for this exam in order to qualify for the National Merit Scholarship Qualifying Test)  
\*Keystone Exams in Algebra I, Biology, and English Literature  
Junior SAT Day (spring)
- Advanced Placement Exams are administered as per the College Board's policies and timeline. Typically, they are given during the first two weeks of May. Students must register and pay for AP Exam(s).

\*Keystone Exams: Students will take each respective Keystone exam at the end of the applicable course: Algebra I, Biology, and English Literature (English 10). Student Keystone results/scores will be noted on the student's academic transcript.

## **GUIDANCE / SCHOOL COUNSELOR INFORMATION**

Two school counselors are available for personal and family consultation. Appropriate referrals can be made to other community services and agencies as needed. Students are assigned alphabetically by last name.

**Mrs. Lori Tirjan:** Grades 9-12 **A-K**

**Ms. Brianna Waldmann:** Grades 9-12 **L-Z**

1. **TO SEE A COUNSELOR:** The student should report to his/her counselor before 7:40 a.m. any day to discuss their concerns or to make an appointment. Students can also complete a "Request to See a Counselor" in the Guidance Office. An appointment notice will be given to the student during period 1, in most cases, on the next school day.

### **2. WHAT IS COUNSELING AND GUIDANCE?**

**Counseling** deals with internal concerns such as feelings and emotions. Some examples are personal problems, classroom tension, and unsatisfactory family communications.

**Guidance** deals with concerns which are more external, such as getting information for making better decisions. Some examples are information about which subjects to choose, careers to consider, how to get a job, etc.

#### **A. \*Counseling is:**

- Caring enough to listen.
- Understanding the student's thoughts and feelings.
- Helping the student to make decisions based on his/her thoughts and feelings.
- Facilitating communications with friends, school staff, or family.
- Appreciating the fact that people are different.
- Helping the student to discuss alternatives, make choices, and accept consequences.

#### **B. \*Counseling is NOT:**

- Telling the student what to do.
- Solving problems for the student.
- Making choices for the student.
- Punishing the student.
- Analyzing the student.
- Disciplining the student.

#### **C. \*Guidance is:** Providing the student with information for decision making in such areas as:

- Subject selection
- Plans for a four-year program
- Graduation requirements
- Test interpretation
- Career exploration opportunities
- On-the-job experiences, job opportunities
- After-graduation opportunities
- College choices
- Financial aid and scholarships
- Conferences with career professionals
- Referrals to specialists in the district or the community.
- Helping parents and the community understand the school program.

#### **D. \*Guidance is NOT:**

- Preaching to the student.
- Deciding for the student.

### **3. GUIDANCE OFFICE - SUMMER HOURS**

The Guidance Office is not open every day during the summer. Please call 610-847-5131, extension 2008 to ensure someone will be available to assist you.

### **4. HOMELESS SERVICES**

The McKinney-Vento Homeless Assistance Act provides schools with guidance regarding how to assist "children and youths" who lack a fixed, regular, and adequate nighttime residence. A student/family that meets the definition of being homeless can be assisted by a District social worker to advise them of District and local resources that may assist the student and family. Every effort is made to help students continue in their school of origin or the school that is in their best interest, including possible transportation arrangements. If a student or family believes they may qualify for homeless services, please contact the school counselor to request assistance or the Palisades School District Homeless Liaison, Lou DeFonteny (610-847-5131 ext. 4009; [ldefonteny@palisadessd.org](mailto:ldefonteny@palisadessd.org)).

#### **McKinney Vento Homeless Assistance Act**

McKinney Vento Homeless Assistance Act (McKinney-Vento Act) is a Federal Law designed to address the needs of homeless children and ensure educational stability. Under this Act, school districts are responsible to support students/families through identification, connection to resources, and ensuring educational stability.

**Homeless Definition:** When a family experiences a loss of housing related to factors that create instability in housing forcing them to live in motels, hotels, camping grounds, in cars and other related **insufficient living conditions** (lack of regular fixed and adequate sleeping accommodations), they are considered homeless. Homeless youth who are not in the care of their parents or legal guardian and are not supported by a resident of a district who completes a 1302 affidavit thereby agreeing to support the student gratis (without compensation), are designated **Unaccompanied** and also meet the definition of homelessness.

**Homeless Identification:** School Districts begin identification of homeless students during the enrollment process. Should a parent, guardian or student believe they meet the definition to be considered Homeless under the McKinney Vento act, they should notify the registrar or school counselor. The registrar or school counselor will notify the Homeless Liaison who will reach out to support the family/student.

**District Responsibilities:** The LEA ensures students, families, and unaccompanied youth are aware of their McKinney-Vento rights and available program services. The LEA ensures all shelters and community homeless service providers are aware of the transportation mandate made available to those students experiencing homelessness. The LEA allows students to remain in their school of origin should a dispute arise. The LEA ensures that internal policies and/or procedures do not create or exacerbate educational barriers to the identification, enrollment and retention of students experiencing homelessness. The LEA ensures the timely and accurate identification of students experiencing homelessness. The LEA ensures the immediate enrollment of students experiencing homelessness. The LEA ensures assisting unaccompanied homeless youth with enrollment, school placement decisions, and academic supports. The LEA addresses child/family referrals to appropriate health care, dental services, and other medical services. The LEA ensures families experiencing homelessness have access to district-wide parent involvement activities and initiatives. The LEA ensures collaboration, communication and service coordination between the school, the previous school and community agencies to meet the needs of students/families experiencing homelessness.

**Homeless Dispute Process:** Anytime there is a disagreement that may arise regarding the education of homeless students including school placement, the district will first attempt to resolve the concern with the family/student. The district may also consult with the Bucks County Intermediate Unit Region 8 Liaison to resolve disputes. If the dispute cannot be resolved, a complaint may be filed with the Pennsylvania Department of Education (PDE). The district may also notify the family, in writing, that the PDE is being consulted to assist in the homeless determination. A written explanation of the district's decision will be provided allowing the family to dispute the determination. Throughout the dispute process, education will continue in the school last attended or in the district in which they are seeking enrollment. Access to education and services continue during the dispute process.

## **5. STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) exists to assist students who are having problems because of alcohol and/or drug use or who are experiencing difficulty in handling personal or school-related situations. The Student Assistance Team is a core group of school personnel who have been specially trained to work with students in order to connect them to appropriate community resources. Students can refer themselves or a friend to the team. Please click this [link](#) for more information.

## **SPECIAL EDUCATION AND RELATED SERVICES**

In compliance with state (Chapter 14) and federal law, notice is hereby given by the Palisades School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to a disability. If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech and language. You, as the parent, may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for screening and multidisciplinary evaluation are to be made in writing to the principal of your child's school, or to Mr. Lou deFonteny, Director of Student Services, Palisades School District, 39 Thomas Free Drive, Kintnersville, PA 18930.

In compliance with state (Chapter 15) and federal law, the Palisades School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the rights of parents and children, provision of services, evaluation, screening and rights to due process procedures, you may contact the building principal in writing, or Mr. deFonteny.

In compliance with state law (Chapter 16), the district provides screening and evaluation services to determine whether students are in need of enrichment and/or acceleration opportunities beyond those provided within the regular education program. When a student is identified as Mentally Gifted, an individualized educational program plan is developed and provided at no cost to the student or parent. Screening and evaluation procedures include referrals from parents or teachers, administration of a class-wide ability measure in grade 2, review of performance on standardized achievement measures, and individual assessment of academic and cognitive skills. Parents may initiate the screening or evaluation process; however, only one evaluation to determine eligibility for gifted services will be honored within a school year. Such requests are to be in writing to your child's principal.

*\*Confidentiality:* All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the building principal in writing, or Mr. deFonteny as noted above.

### **WORKING PAPERS**

For a minor to be employed legally, they must have a current Employment Certificate for ages 14-17. Minors under 14 may not be regularly employed and 18 year olds are beyond the age protected by the Child Labor Laws.

In regard to the Child Labor Laws, be aware that minors may only work certain hours, primarily during the school year and are always restricted in terms of hazardous work and working where alcoholic beverages are sold.

Please click this [link](#) to review more information regarding obtaining an application form.

### **MILITARY RECRUITING LISTS**

By law, we are required to release the students' names and addresses when military recruiters request the information. IF YOU **DO NOT** WANT YOUR CHILD'S DIRECTORY INFORMATION RELEASED, YOU MUST SUBMIT A WRITTEN REQUEST TO WITHHOLD YOUR CHILD'S INFORMATION TO THE GUIDANCE OFFICE.

### **STUDENT WITHDRAWAL FROM SCHOOL**

When withdrawing from school, the student is required to contact the Assistant Principal's office or their counselor before their final day of attendance so that proper procedures can be followed. Please refer to [PDE's Basic Education Circular \(BEC\)](#) which provides guidance on the implementation of law, regulation and policy.

If registering with another school/district, the following must be completed and submitted:

1. A Student Withdrawal form.
2. A Student Withdrawal Sign-out form to ensure all materials are returned.
3. A Student Exit Interview form.
4. A parent/guardian signed release form authorizing Palisades to send records to the student's new school.

If withdrawing from school prior to graduation, the following must be completed and submitted:

1. Written parental permission to withdraw from school.
2. A valid employment certificate. Per PDE: Children who are 16 and regularly engaged in useful and lawful employment during the school session with a valid employment certificate may withdraw. Regularly engaged means 35 or more hours per week of employment.
3. A Student Withdrawal form.
4. A Student Withdrawal Sign-out form to ensure all materials are returned.
5. A Student Exit Interview form along with a meeting with the Assistant Principal and counselor.

The student will be excused from attendance at Palisades High School only after they have completed the withdrawal procedures appropriate for each student.

Please review [Board Policy 208](#) for more information.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Rules are designed to protect individual and group rights, as they work well if everyone respects and obeys them. Students have similar rights as adults, and with these rights are certain citizenship responsibilities. The Pennsylvania Student Bill of Rights attempts to strike a balance in regulating the relationship between students and the school. On the one hand it attempts to preserve students' rights afforded by the Constitution. On the other hand, it seeks to be certain that in affording each individual such rights, it does not infringe upon the rights of others. These obligations are known as responsibilities. The code of conduct which follows, outlines the student's rights and responsibilities:

#### **A. FREEDOM OF EXPRESSION:**

Students have the right to speak, publish, and distribute their opinions, even if what is said is unpopular or controversial. However, students have the responsibility to observe the following whenever they speak or write:

1. Don't be obscene.
2. Don't ridicule or cause a person to be ridiculed.
3. Don't injure or smear a person's reputation.
4. Don't be the cause of unlawful behavior or of serious disruption to school operations.
5. All printed material must receive the permission of the building principal or designee prior to distribution.
6. Don't associate or reference drug and/or alcohol use.

Students may wear buttons, badges, or arm bands bearing slogans as long as what is being expressed is not libelous, obscene, or disruptive.

#### **B. UNLAWFUL BULLYING/HARASSMENT:**

The Palisades School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

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

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

**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Students shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to the designated individuals, teachers, counselors, nurses, or administrators.

When a student believes that she/he is being harassed, the student should immediately inform the harasser that such behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Harassment/bullying infractions will be treated as a Level II and/or Level III infraction, with possible police involvement.

#### **C. PALISADES HIGH SCHOOL BULLYING HARASSMENT PROCEDURES:**

The Palisades School District is committed to providing a healthy, safe, and positive learning environment for all students. The following steps will be completed when an investigation takes place:

**STEP 1:** Report bullying or harassing incident to a teacher, counselor, assistant principal or other school official within five (5) calendar days of the incident. School officials will direct students to complete an [online form](#). Incident reports will be electronically sent to the assistant principal's office.

**STEP 2:** Immediately following notifications, an investigation will take place involving all associated parties. During the investigation, independent statements collected in writing and a decision regarding disciplinary action, as warranted, is determined.

**STEP 3:** Parents will be informed of the results of the investigation via phone call by the assistant principal and/or guidance counselor. All paperwork is filed within the discipline files.

**STEP 4:** With the consent of the respective parties, students will be offered an opportunity to participate in a Restorative meeting.

**STEP 5:** Repeated offenses shall constitute further disciplinary action and possible referral to law enforcement.

#### **D. SAFE TO SAY SOMETHING:**

The Palisades School District strives to provide a safe, positive learning climate for students in the schools. If a student would like to make an anonymous report regarding an urgent matter, they should do so as noted in the following [attachment](#).

#### **E. BULLYING / CYBERBULLYING:**

##### ***1. Reporting Procedures***

- a) Each building administrator will identify a staff person responsible for receiving reports of, documenting alleged bullying and communicating that information as set forth below.
- b) The staff person responsible for receiving reports of bullying will document and investigate each alleged incident and report to the building administrator.
- c) Annually, the building administrator will compile a report for the District administration to be incorporated into the Safe School Report to the Pennsylvania Department of Education.

##### ***2. Investigation Procedures***

- a) Upon the receipt of a harassment, intimidation or bullying report, the building administrators or designated staff will use the Palisades School District Bullying and Harassment Investigation Form to guide investigative procedures and address the following: identify all the perpetrators and victims, alert victims and their parents of their rights and responsibilities, thoroughly interview participants individually (including alleged victims and perpetrators), document corrective action taken and determine whether the allegation is founded or unfounded.
- b) Following the investigation, the building administrator or designated staff will refer to the Palisades School District investigation/intervention flowchart to determine if the incident is founded or unfounded. If the incident is found, the administrator or designee will also record whether the incident was considered a bullying incident, a criminal incident or a violation of civil rights laws. The administrator or designee will use this [chart](#) to determine further action.

##### ***3. Disciplinary Consequences***

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior, the discretion of the administrator and may include any combination of the following for school-related incidents:

- A. Student verbal warning
- B. Student conference
- C. Letter of apology
- D. Mediation
- E. Counseling within the school
- F. Counseling/Therapy outside of school
- G. Parent letter
- H. Loss of school privileges
- I. Transfer to another school building, classroom or school bus
- J. Exclusion from school-sponsored events
- K. Restorative Circle

- L. Saturday detention
- M. Administrative detention
- N. Parent phone call
- O. Parent conference
- P. Referral to law enforcement
- Q. In-school suspension
- R. Out-of-school suspension
- S. Risk assessment
- T. Expulsion

*\*Note: Incidents that occur outside of the school environment are not actionable by school staff unless they create a substantial disruption to the school environment.*

#### **4. Follow-up Procedures**

When an investigation reveals that harassment or bullying has occurred, documentation of corrective action is recorded on the Palisades School District Bullying and Harassment Investigation Form. As part of comprehensive follow-up procedures, administrators or designated staff will conduct timely follow-up inquiries (e.g., with victims, with bystanders) to address the following:

- A.** Ensure that the harassed/bullied student and their family know how to report any subsequent problems.
- B.** Check-in to see if there have been any subsequent incidents or any instances of retaliation.
- C.** Assess the victim's overall social situation at school, with the intention of strengthening support for the student (e.g., relationship development, peer-support methods, individual/group counseling).

Follow-up procedures may be documented on the Palisades School District Bullying and Harassment Investigation Form.

#### **5. Publicity**

- A.** These Bullying Procedures and the definition of bullying set forth in this Regulation will be posted on a publicly accessible page of the School District's website.
- B.** Within 90 days of the effective date of this regulation, each school will introduce this policy to its students and explain the procedures for reporting bullying incidents.
- C.** Once each school year, each school will review with its students these Bullying Procedures.
- D.** Building administrators or designees will ensure that these Bullying Procedures and the definition of bullying set forth in this Regulation is posted in each classroom and in a prominent location within the school building. An age-appropriate summary shall be included as part of this posting.

#### **6. Review of Bullying Procedures**

The Superintendent or designee, in cooperation with other appropriate administrators, shall review these Bullying Procedures every three (3) years and recommend necessary revisions to the Board.

#### **7. Actions Parents Should Take if an Incident of Bullying Occurs Off Campus**

- A.** Contact the parent or guardian of the child suspected of bullying and attempt to resolve the situation together.
- B.** If the bullying is happening at an organized activity or event, contact the supervisor or coach for assistance in resolving the situation.
- C.** Contact local law enforcement if the situation persists or rises to the level of threats or harassment.
- D.** Contact building guidance counselor or building principal to make them aware of the issue in case the situation persists or carries over into the school environment.

*\*Please review [Board Policy 249 Bullying/Cyberbullying](#) for more information.*

# Suicide Awareness, Prevention, and Responses

## **1. Publication and Notification of Board Policy 819**

a. School personnel will be directed to review the school's policy each year. Notification will be sent in the form of an email (with a link to [Board Policy 819](#) and AR 819) to:

- i) Administrators
- ii) Professional Staff
- iii) Support Staff (Instructional Assistants, Non-Instructional Assistants, Cafeteria workers, Custodians, Secretaries, Nurses)
- iv) Bus Drivers – Transportation Director or First Student will forward to drivers.
- v) Coaches – Athletic Director will forward to coaches

b. Parents and Students will be notified via each building's student handbook that Board Policy 819 is posted on the Palisades School District Website.

c. The Superintendent's Office or designee will post policy on the District website.

## **2. Crisis Response Team (CRT)**

a. The Director of Pupil Services will identify crisis response team members to serve on the District's CRT. The CRT will include, but is not limited to, the following team members:

- i) Superintendent and/or Assistant Superintendent
- ii) Director of Community Relations
- iii) Director of Pupil Services
- iv) Secondary Administrator(s)
- v) Elementary Administrator(s)
- vi) Secondary Counselors
- vii) Elementary Counselors
- viii) School Psychologists

**NOTE:** Additional team members will be added at the direction of the Superintendent (or his/her designee) at the time of crisis depending upon the presenting needs.

b. The CRT will meet within the first month of each school year to review district protocol and identify additional needs.

## **3. Staff Development**

a. All staff to receive information on District's protocol for Suicide awareness and prevention. Informational link will include:

- i) Importance of Suicide Prevention
- ii) Recognition of Risk Factors
- iii) Strategies to enhance protective factors, resilience and school connectedness
- iv) Warning signs and risk factors for Youth depression and suicide

b. All Professional Staff serving grades 6 through 12 will receive 4 hours of suicide awareness and prevention training every 5 years. This may include training in Youth Mental Health First Aid or other approved training. (A yearly 1-hour training early in the school year may be provided by counselors and/or psychologists to staff in lieu of a faculty meeting.)

c. District will include in the Induction Program an online training for all new teachers working at the secondary level. (Possible Online Options --- The Jason Project Modules – 90 min.; Making Educators Partners in Youth Suicide Prevention – 2 hrs.)

#### **4. Prevention Education for Students**

- a. Age appropriate lessons will be provided through the Health curriculum and/or school counselor classroom presentations addressing the following:
  - i) Healthy choices, coping strategies, recognizing risk factors
  - ii) Strategies to seek help for self and others
  - iii) Emotional, behavioral and social skills development

#### **5. Intervention and Prevention**

- a. Suicide Ideation Response Guidelines are provided for school employees and key pupil services staff. These are available on the district's shared Google Drive (Pupil Services — Mental Health and Suicide Response)
  - i) Guidelines for Teachers and Other School Employees
  - ii) Guidelines for Counselors, Nurses and Psychologists
- b. Referral process for students who may be at risk will be through SAP and/or Special Education, depending upon the nature of the concern. All school personnel are required to refer students suspected to be at risk for suicide to the school counselor for SAP review,
- c. Students identified as being at risk through the SAP process will be assisted with developing a Safety Plan.
- d. If a student has threatened or attempted to self-harm, school personnel are to immediately notify the building administrator or school counselor ***in person, not a message.***
- e. Response protocol for when a student has threatened to harm self (or others)
  - i) Student should NOT be left alone
  - ii) No promises of statements being taken in confidence
- f. Parent Notification
  - i) Immediate notification of parent by building administrator or school counselor
  - ii) Use both parent contact numbers, and emergency contact, if necessary to reach someone.
  - iii) A parent will be required to take student for a mental health risk assessment
  - iv) A parent will be required to get Authorization to Return to School form completed and returned, or similar documentation from appropriate mental health professionals.
  - v) If a parent refuses or fails to secure a mental health risk assessment, Children and Youth are to be contacted for any student under the age of 18.

#### **6. Response to Suicide Attempt**

- a. Call 911 or request building administrator to request 911 support
- b. Follow District's Crisis Response Planning procedures
- c. Immediately notify parent or guardian

#### **7. Resources for Youth Suicide Awareness and Prevention**

a. All District resources, including Administrative Regulations, Crisis Response Planning document, Guidelines for staff, Authorization to Return to School form, etc. can be accessed on the District's shared Google Drive (Pupil Services, then Suicide-location Response). Additional resources can be found on the district's website, [Mental Health & Crisis Resources](#).

- b. Materials and Programs
  - i) [PDE website](#)
  - ii) [Prevent Suicide PA](#)
  - iii) [Suicide Prevention Resources Center](#)
  - iv) [American Foundation for Suicide Prevention](#)
  - v) [The Jason Project](#)
  - vi) [Society for the Prevention of Teen Suicide](#)

## **8. Crisis Assessments and Local Resources**

a. **\*Foundations Behavioral Health Crisis Assessment** 215-345-7151, 833 E. Butler Avenue, Doylestown PA

b. **St. Luke's Penn Foundation for Mental Health** 215-257-6551 (walk-ins Monday through Thursday from 9 am to 2 pm or call to make an appointment), 807 Lawn Avenue, Sellersville PA

c. **Lenape Valley Foundation Crisis Center** 215-345-2273, located at Doylestown Hospital at 595 W. State Street, Doylestown PA

d. **Lenape Valley Foundation Mobile Crisis Services** 1-877-435-7709, a telephone crisis worker will gather preliminary information, help identify needed services, and dispatch a mobile crisis intervention service team to location.

e. **Hospital Emergency Rooms** (Note: May not have on-site treatment facility)

1. Doylestown Hospital 215-345-2280, 595 W. State Street, Doylestown PA
2. Grand View Hospital 215-453-4674, 700 Lawn Avenue, Sellersville PA
3. St. Luke's Hospital 215-538-4652, 1021 Park Avenue, Quakertown PA
4. \*Lehigh Valley Hospital — Muhlenberg Crisis Center 484-884-2521, 2545 Schoenersville Rd., Bethlehem PA

f. **National Alliance on Mental Illness (NAMI), Bucks County Chapter** 215-343-3055 or [info@namibuckspa.org](mailto:info@namibuckspa.org), 1432 Easton Rd, Suite 2D, Warrington PA 18976, offers in-person and online support groups, resources, and connections to mental health services in the county. NAMI Helpline (1-866-399-6264) available from 9 am to 9 pm.

**\* Note: Asterisk indicates that these facilities MAY be equipped with on-site or local in-patient options for school-age children.**

## **HAZING**

The administration, faculty, staff and coaches will encourage students to report any incident of hazing. High school and middle school students may use the online harassment reporting form located on their respective website's homepage. A full investigation will be conducted by the administration in the building in which the incident occurred. Once an incident can be verified, appropriate disciplinary action will take place in accordance with the school's student code of conduct.

Coaches and advisors will provide information regarding hazing, and consequences at the beginning of their club's and/or sports seasons. Please reference [School Board Policy 247 - Hazing](#).

## **DISCRIMINATION/TITLE IX HARASSMENT AFFECTING STUDENTS**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Please click this [link](#) to review more information posted on the district website.

## **SCHOOL PUBLICATIONS**

The principal is charged with the responsibility to review any materials students wish to distribute to insure that acceptable legal standards are met. The principal also will furnish students with guidelines as to where and when they may distribute what they publish. Students are responsible for cleanup if their publications become litter.

### **FLAG SALUTE**

Students may not be forced to salute the flag or repeat the Pledge of Allegiance. However, if students choose not to participate in the salute or pledge, they must sit or stand in respectful silence.

### **DRESS CODE**

Students and parents should use sound judgment when choosing clothing for school. Personal appearance and cleanliness should reflect sensitivity and respect for others. The dress code should promote a positive, safe and healthy environment to prevent disruption to the education process.

- Garments clearly exposing cleavage, stomach and/or back are prohibited.
- Sleeveless shirts worn must follow the 3-finger rule. Strapless, one-shoulder and halter tops are prohibited. Clothing that makes underwear/bra or bare skin visible between the upper chest and mid-thigh is prohibited. Males are permitted to wear sleeveless shirts; however, tank tops are prohibited. The administration reserves the right to prohibit items that are deemed inappropriate for school.
- Articles of clothing bearing inappropriate slogans, pictures, or messages relating to alcohol, tobacco, drugs, violence, or sex are not allowed in school. Slogans with double meanings are not allowed.
- Capes, blankets, or other cover-ups that would not qualify as a jacket, sweatshirt, etc. are not permitted.
- Any accessory or other apparel that has spikes, studs or other potentially dangerous components are prohibited (bracelets, shoes, purses, etc.)
- Sunglasses are not permitted to be worn in school during the school day.
- Clothing with holes should not reveal any inappropriate body parts or undergarments.
- Sagging pants/shorts or low-cut pants/shorts that expose undergarments are not allowed.
- Outerwear such as coats and jackets are not to be worn during the school day.
- Hats, bandanas, and hoods are not permitted. Headwear is permissible if it is used to keep a student's hair in-place or out of the face. Bandanas may not exceed 3 inches in diameter.
- Footwear must be worn at all times.
- Students may wear shorts, skirts, and dresses of appropriate length (the length of the item must exceed the length of the fingertips when standing with arms at sides).
- Students are encouraged to store backpacks and purses in their lockers.
- Attire which is demonstrated to cause a substantial disruption to the learning environment is strictly prohibited.

It is the responsibility of the faculty, staff, and administration to implement and enforce this policy and procedure. ***Any student who violates the dress code will be subject to disciplinary action.*** Upon a student's first violation they will receive a verbal warning and will be required to change before returning to class. If the student does not have appropriate attire, the parents/guardians will be notified to bring in attire. Students will not be permitted to drive themselves home for a change of clothing.

Any violation there-after will result in appropriate detention(s)/suspension.

***\*Styles of dress and appearance not mentioned in these aforementioned guidelines will be dealt with on an individual basis by the Principal and/or Assistant Principal.***

### **DANCE PROCEDURES**

Students are permitted to bring one guest. The permission [form](#) must be completed in the attendance office by 2:24 p.m. no later than one day before the event. Guests causing a disturbance will be asked to leave and will not be permitted to attend future events.

The following regulations will apply to students attending dances/proms:

1. High school dances and prom are open to students in grades 9, 10, 11, and 12.
2. All school rules apply to students during dances/proms.
3. Palisades High School students must be in school the day of a dance or prom or the last day of school.
4. Dances are only open to Palisades High School students and their pre-approved guests (permission slips permitted for students under the age of 21 and/or a guest from another district).
5. Required guest-permission [forms](#) are available upon request in the main office.
6. Palisades' students are only permitted to bring one pre-approved guest to the dance.
7. A letter from a school official (or place of employment if the student is a high school graduate) verifying the guest's character will be required.
8. The high school administration has the final determination of approving/not approving a guest dependent upon current or past citizenship.
9. No one will be admitted into the dance one hour after announced start time unless permission is granted by administration.
10. Loitering is not permitted in the parking lots before, during, or after the dance.
11. No one is allowed to leave the dance early and return to the dance.
12. Students are responsible for arranging transportation home immediately following the dance.
13. The stated dress code for school is enforced during dances. Students and guests who are not properly following the dress code will not be permitted into the dance.
14. Public displays of affection (i.e.: kissing and close physical contact) in school are prohibited.
15. Provocative dancing on the dance floor is prohibited.
16. Students appearing at a school dance with alcohol on their breath or under the influence of alcohol or drugs will be subject to disciplinary action. In addition, such students will be cited before the District Magistrate for drunkenness, disorderly conduct, consumption, possession, and/or transportation of alcoholic beverages, etc.
17. All unacceptable behavior will result in disciplinary action.
18. Additionally, the following procedures will be in place on the evening of a dance/prom:
  - No bags will be permitted
  - Student/Guest may not return to car during dance or prom
  - Law enforcement will be present.
  - If someone appears to be under the influence of drugs or alcohol, they will be required to take a breathalyzer or other screening procedure which will be administered by law enforcement agency.

### **CITIZENSHIP**

The community, school board, and staff of the Palisades School District believe that the purpose of student discipline policies is to establish and maintain a positive orderly educational environment which is conducive to effective teaching and learning. Students who exercise good judgment and display appropriate citizenship will be able to participate in the various co-curricular, extracurricular, and athletic opportunities that our school has to offer. Students who use poor judgment and display inappropriate behavior(s) will be restricted from participation in those activities that are privileges, not rights guaranteed by law. Such activities include: school trips, memberships in clubs or on athletic teams, graduation ceremonies, late arrival, early dismissal, parking privileges, etc.

## **GUIDELINES FOR STUDENT DISCIPLINE**

### **LEVEL I DEFINITION**

Misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the classroom.

These misbehavior(s) can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

### **EXAMPLES OF POSSIBLE LEVEL I INFRACTIONS:**

- inappropriate language/actions
- disturbing/annoying teacher or others
- not following a teacher's directions
- unprepared for class
- pass violations
- mishandling/misuse of materials or property
- tardiness to class
- violation of dress code

### **DISCIPLINARY OPTIONS/RESPONSES TO LEVEL I:**

- verbal warning
- teacher/student conference
- withdrawal of privileges
- writing assignments
- behavior contract
- counselor mediation
- contact parent
- teacher-issued detention
- team meeting
- referral to outside agency

### **LEVEL II DEFINITION**

Misbehavior, which in frequency or seriousness, tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of LEVEL I misbehavior(s), require the intervention of personnel on the administrative level because the execution of disciplinary options at LEVEL I have failed to correct the situation, also included in this level are misbehavior(s) which cannot be handled by the classroom teacher and are serious enough to require corrective action on the part of the administrative personnel.

#### **EXAMPLES OF POSSIBLE LEVEL II INFRACTIONS:**

- abuse of others (verbal and/or physical)
- dangerous or aggressive behavior
- blatant disrespect
- bus infractions
- dishonesty
- cutting class
- defiance
- harassment
- profanity/obscene gestures
- possession of tobacco, lighters, etc.
- producing graffiti
- tardiness to class/school
- chronic or repeated LEVEL I infractions
- smoking
- cheating/plagiarism

#### **DISCIPLINARY OPTIONS/RESPONSES TO LEVEL II:**

- loss of school/class/bus privileges
- clean up/repair of damages
- administrative detention
- Saturday detention
- mandatory parent conference (SPPC)
- in-school suspension
- out of-school suspension from one (1) to ten (10) days
- temporary/full time removal from class
- summons to court
- referral to an outside agency (counseling, child protective services, etc.)
- alternative educational placement
- referral for further evaluation

### **LEVEL III DEFINITION**

Misbehavior directed against persons or property whose consequences may seriously endanger the health or safety of others in the school. This level includes criminal acts.

**This LEVEL includes two (2) types of serious acts of misconduct.** While both types can be considered being criminal in nature, the first type (which can include fighting physical force and harassment) may best be handled by the disciplinary mechanism found in the school; whereas infractions of the second type (i.e.: arson, weapons, possession of drugs, etc.) are so serious that they always require the immediate removal of the student from school and intervention of law enforcement authorities (and possible expulsion).

#### **EXAMPLES OF POSSIBLE LEVEL III INFRACTIONS:**

- arson
- assault
- fighting (the excessive use of physical force)
- harassment
- destruction of property/vandalism
- false alarms or fictitious 911 calls
- threats/terroristic threats directed toward students/staff
- possession of weapons (or parts of weapons)
- possession or use of alcohol or other drugs
- possession or use of fireworks or explosive devices
- theft
- continuation of LEVEL I or II infractions
- misuse of district technology

#### **DISCIPLINARY OPTIONS/RESPONSES TO LEVEL III:**

- out-of-school suspension
- police involvement
- criminal charges/district court
- Superintendent's conference
- compulsory attendance in a support program
- community service/restitution
- alternative placement
- expulsion

### **SUSPENSION PROCEDURES**

#### ***For a suspension of 1-3 consecutive school days:***

1. Give oral notice to the student and an opportunity to respond to the suspension (exception: when the student poses a threat to his health, safety, or welfare, this informal notice and hearing may be delayed until as soon as possible afterwards).
2. Immediately notify the parents and student in writing.
3. Give the student the right and responsibility to make-up missed work and exams.

#### ***For a suspension of 4-10 consecutive school days (use the same 1-3 day suspension procedure plus):***

1. Provide notification to parents that include the reason for the suspension and the time and place of an informal hearing sufficiently in advance, but within the first 3 days of the suspension.
2. Provide informal hearing with appropriate school officials, where the student has a right to speak, to question witnesses present, and to provide his own witnesses.

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended. The informal hearing also encourages the student's parent/legal guardian to meet with the principal/designee to discuss ways by which future offenses can be avoided.

Expulsion is the exclusion from school for any period of time of more than ten consecutive school days. Expulsion proceedings require a formal hearing before the board of school directors. Appropriate notices and all information to which students are entitled will be furnished to students prior to a school board hearing.

### **IN SCHOOL SUSPENSION PROCEDURES**

1. On the day of the scheduled suspension, students should report to the ISS room.
2. Students are expected to complete all assigned work.
3. Any student receiving ISS will not be eligible to participate in extracurricular activities on that particular day.
4. Although sometimes required to complete assigned work, using computers in ISS is a privilege. Students granted permission to computers must have the computer screen facing the ISS monitor at all times. Failure to comply will result in loss of privilege.
5. Students in ISS must report to the café during B lunch and sit in the designated area.
6. Violation of any school discipline requirements or ISS regulations while in ISS will be reported to the Assistant Principal and will result in additional consequences. Compliance with school rules and regulations outlined in the Student Handbook are expected in ISS.
7. Students may not participate in after school activities on the day ISS is served.

### **AFTER SUSPENSION PROCEDURES**

There are certain violations of such serious nature as to require legal action. If the student is involved with any form of drug or alcohol abuse during school hours or at school-sponsored activities, it will probably result in a police contact and your arrest. In addition, fighting, (the excessive use of physical force), vandalism, as well as any act which can endanger others or be disruptive to the educational process will result in police contact and the appropriate legal action.

### **BEHAVIORAL POLICIES**

#### **1. SMOKING/POSSESSION OF TOBACCO PRODUCTS and/or VAPING**

Student smoking or using tobacco in any form is prohibited in school buildings, property and on school buses at all times. This includes e-cigarettes and vaping devices.

Students are not permitted to carry matches, cigarette lighters, or any form of tobacco in school. Students who are caught smoking or in possession of tobacco products on school property (as defined in [school board policy #222](#)) or on any school bus shall be guilty of a summary offense and will be subject to a fine upon conviction before a district justice, plus court costs, and will be subject to school consequences, where applicable. If a student is found in possession and/or using a vaping device, they will be required to complete an online instructional course regarding vaping. Students will be required to pay for this instructional course.

Any tobacco, tobacco product, e-cigarette, vape and/or vaping pod that is confiscated will not be returned to the student or the parent/guardian.

#### **2. DESTRUCTION OF PROPERTY**

Students should feel responsible for keeping our building and fixtures in good condition. Moreover, they should respect school property as they would their own.

Students apprehended destroying/defacing the building, its contents, or any school property outside the building, will be suspended and the parent guardian will receive a bill for damages. Payment must be made before the student is reinstated. **(The State Law requires that a student pay the cost of equipment damaged or destroyed, plus labor. Willful acts of vandalism will result in suspension and referral to Juvenile Court.)**

### 3. **BUS REGULATIONS/CONDUCT**

School bus transportation is a privilege. Unacceptable behavior and attitude which threaten order on the bus and consequently the safety of others will not be condoned. This includes walking to the bus stop from home and from the bus stop back to home. The school bus driver is an employee of Krapf School Bus Transportation and carries a burden of responsibility for safety which dictates that his/her authority be respected in matters relative to the school bus and its operation.

Students must ride the same school bus and get off at the same stop every day. Exceptions are made only if the student brings in a signed note from the parent requesting a bus stop change for a single day. This note must be presented to the assistant principal, who will issue a bus pass. Questions regarding pupil transportation services should be directed to the Director of Transportation at 610-847-5131 x5002.

According to the PA State School Code, students may be assigned seats, and in cases of frequent or chronic misbehavior, may be deprived of transportation.

#### **Reminders:**

- a) Glass containers are not permitted on Palisades school buses at any time.
- b) Skateboards are not permitted on Palisades school buses at any time.
- c) Students participating in a school-sponsored field trip must ride a designated school or chartered bus to and from the destination.
- d) Students transported to school by bus may not leave school property and are required to report directly into the building upon exit from the bus.
- e) Students leaving school property after 2:27 p.m. (unless engaged in a school-sponsored activity) are not permitted to ride intermediate or late buses.

### 4. **CLASS CUTTING**

Students are expected to attend all classes, including lunch, study halls. A cut of any class will result in a grade of "F" for all work missed on that unexcused day, a denial of school privileges, and ultimate suspension from school. Additionally, class cutting can result in denial of course credit.

The shuttle buses to the tech school leave promptly at the same time each day. It is the student's responsibility to be on the bus on time. Any student who misses the bus to or from tech school must report directly to the main office. Anyone missing the tech bus will be subject to the consequences for cutting class found in the school discipline policy.

Students who are in the hallways during class time, must have a laminated hall pass from a teacher/administrator or a handwritten signed and dated pass from a staff member.

### 5. **FIGHTING** (The excessive use of physical force)

Aggressors who harass other students or initiate fights will be suspended from school and school-related activities. In cases when it is impossible to determine the identity of the aggressor, the responsibility for the fight will be shared by the participants involved. Consistent with state and local statutes, it is the policy of the Palisades School District to ensure the health, safety, and welfare of all students in school, on school property, on buses, at bus stops, etc. In keeping with PA Crime Code Statutes #2709 & #5503, participants in fighting and harassment incidents will be referred to the District Magistrate's Office to be charged with the summary offense(s) of harassment and/or disorderly conduct.

If, as a result of an aggression incident, a student requires medical attention, liability for payment of expenses shall not be the responsibility of the school district. Any reimbursement for expenses (or award for damages) shall be resolved by mutual agreement of the aggrieved parties or by the determination of a court of law.

6. **LEAVING BUILDING OR CAMPUS WITHOUT PERMISSION**

Students are not permitted to leave the building at any time during the school day without office permission. When students arrive in the morning, they are expected to report into the building immediately. Students are not permitted to loiter in the parking lot or in cars, and at no time are allowed to leave school grounds. **Students who leave the building without permission are subject to losing driving privileges and disciplinary action.**

7. **THEFT**

Theft is not only a violation of school regulations but also a violation of the law. Anyone found guilty of stealing will be subject to the consequences of discipline in keeping with school disciplinary policy, as well as a referral to Juvenile Authorities. Students are advised to report all cases of theft.

If a student fails to return equipment and/or school property and is a member of an activity, they may not participate in any future school activities until all obligations have been met.

8. **DISRESPECTFUL and DISRUPTIVE BEHAVIOR**

Students are expected to treat all people with respect at all times.

Disruptions in class, study halls, cafeteria, or in any other area in and around school, will result in immediate disciplinary action. Any student who has multiple suspensions and continues to chronically violate regulations will be referred to the School Board for expulsion.

9. **DEFIANCE**

Students are expected to comply with all reasonable directives from school employees. Directives are presumed to be reasonable unless they are illegal or dangerous.

10. **WEAPONS**

According to Board Policy 218.1, "The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law". These weapons include but are not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. If a student unintentionally brings a weapon into school, they are asked to report to administration immediately and surrender the weapon. The Superintendent will be notified and will collaborate with administration to determine appropriate disciplinary action. Administration will also review the incident and outcome with the students' parents/guardians.

11. **ALCOHOL, DRUGS, STIMULANTS AND STEROIDS**

A recognition of the alcohol, drug and steroids problem in our current society and a concern for the welfare of the students made it necessary for the Palisades School District to formulate a policy to deal with possession, transmission, use and abuse of alcohol, intoxicating beverages, steroids, drugs, caffeine powder, narcotic drugs, and dangerous drugs. **This policy will apply to all alcoholic or intoxicating beverages, drugs, "look-alike" drugs, and dangerous drugs as defined by the laws of the Commonwealth of Pennsylvania and the Congress of the United States,** and hallucinogenic, amphetamines, barbiturates, or other harmful substances, with the exception of those medicines or drugs dispensed to and used by a student pursuant to a physician's prescription.

- I. A student, who while under the school's jurisdiction, is found to possess or be involved in the transmission of an object or substance suspected of being of alcoholic content, a drug, a dangerous drug, or a narcotic drug shall be subject to the following course of action:
  - A. An attempt will be made to positively identify the object or substance as being an alcoholic beverage, a drug, a dangerous drug, or a narcotic drug. If positive identification is made, the next step is taken.
  - B. The district superintendent or his designee will be notified.
  - C. The student's parents will be contacted and an invitation extended to them to come to the school. The student shall be suspended until a satisfactory conference is held with all concerned.

- D. Where reasonable suspicion exists, a search shall be made of a student's person, personal property, lockers, or motor vehicle (if on school property).
- E. The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.
- F. Any additional action deemed necessary will be recommended to the district superintendent by the school principal dependent upon the circumstances surrounding the incident.

II. A student who is suspected to have consumed or to be under the influence of alcohol or other intoxicating beverages, a drug, a dangerous drug, or a narcotic drug while under the school's jurisdiction shall be subject to the following course of action:

- A. When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility.
- B. Isolation from other students.
- C. Parents or guardians shall be contacted immediately by the building administration and the student shall be taken home or removed from the school for medical attention. If parents or guardians cannot be contacted, a decision to get medical attention for the student shall be made by the building principal, the district superintendent, or his/her designee.
- D. The proper authorities will be notified. Proper authorities may constitute one or more of the following:
  - 1. School nurse
  - 2. Physician
  - 3. Proper law enforcement agency
- E. Appropriate disciplinary action will be recommended to the district superintendent by the principal depending upon the circumstances surrounding the incident.

III. It should be recognized that in all instances involving possession or use of alcoholic or intoxicating beverages, drugs, dangerous drugs, or narcotic drugs, the severity of the problem and the physical state of the student will determine the degree of action taken, the number of proper authorities contacted, and the disciplinary action recommended by the principal to the superintendent.

In each instance where such disciplinary action involves probation or suspension, the school will require the offending student to attend (at parental expense) a Juvenile Drug & Alcohol Awareness Program sponsored by the Bucks County Council on Alcoholism. Failure to enroll in this class and/or failure to attend classes while the program is in session will result in the offending student being referred to the Superintendent for further action. Furthermore, the school will attempt to arrange for psychological or social services appropriate to the student's needs. The school will continue to work closely with authorities and institutions in the community who are particularly concerned with juveniles, and will seek their advice and assistance in dealing with students violating this policy. The school will make every effort to encourage cooperative action on the part of the offender, parents, school personnel, and the agencies mentioned above in planning a program of rehabilitation.

1. Act 693, "The Drug, Device and Cosmetic Act," approved by the Commonwealth of Pennsylvania, September 25, 1961.
2. Public Law 91-513, "Comprehensive Drug Abuse Prevention and Control Act of 1970." This law refers to drugs, dangerous drugs, and narcotic drugs as controlled substances.
3. The use of the word "drug" or "drugs" in this procedure and in Section I refers to those defined in the preamble and are other than those registered in accordance with this policy.

## 12. **UNEXCUSED CLASS TARDINESS**

Students are expected to report to all scheduled assignments punctually. Teachers will assess a detention after every unexcused lateness to class or assigned area. Continued lateness to class will be considered defiance and a referral to the assistant principal will be made. **Failure to correct behavior will result in loss of student privileges.**

14. **TECHNOLOGY USE** (please see School Board Policy 815 - Acceptable Internet and Electronic Technology Use in its entirety)

The school district shall make every reasonable effort to ensure that these district technology resources are used responsibly by all users, including but not limited to, taking every reasonable step to control access to material inappropriate to the educational mission of the school district. Hence, there are prohibitions against the use of district technology resources for such activities as:

- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Inappropriate language or profanity.
- Disruption of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software and files.
- Unauthorized or illegal installation, distribution, reproduction, modification or use of copyrighted materials.
- Quoting of personal communications in a public forum without the original author's prior consent.
- Access to obscene or pornographic material or child pornography.
- Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Unlawful purposes.
- Any other purpose inconsistent with the educational mission of the school district.

The consequence(s) for inappropriate use will result in disciplinary action in accordance with established disciplinary procedures for students, faculty, staff and others and if the inappropriate use may violate federal or state laws, it will be formally reported to the proper legal authorities.

15. **WALKING TO AND FROM SCHOOL**

Since there are no sidewalks or ample walking space on the sides of roads, students MAY NOT walk to or from school. Remember, our district offers transportation to 100% of our students.

16. **UBER, LYFT, DOORDASH, ETC.**

The use of transportation services/food delivery such as Uber, Lyft, etc. by students from school is prohibited.

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**ATTENDANCE**

**COMPULSORY ATTENDANCE LAW - STATE OF PENNSYLVANIA**

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 have the child enter school and which shall be no later than six years of age until the child reaches 18 years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. Please refer to [PDE's Basic Education Circular \(BEC\)](#) which provides guidance on the implementation of law, regulation and policy. Please click this [link](#) to review PHS Attendance Newsletter.

**ABSENCE POLICY**

When a student is to be absent from school, parents should call the school at 610-847-5131, ext. 2305 before 8:00 a.m. on each day of the absence. Messages can be left at any time by calling the above number. After an absence, a written legal excuse, signed by a parent/guardian, is required within 3 school days. Students should submit excuse notes to the main office upon their return to school. Excuse notes may also be emailed to the attendance office at [phsabsence@palisadessd.org](mailto:phsabsence@palisadessd.org) or faxed to 610-847-2562. Electronic excuses via our automated email system are also accepted. The only way to access the form for an online absence note is through the automated email which is sent to the parent/guardian by the school district when a student is marked absent when daily attendance is taken.

If excuses are not received, the day will be recorded as unexcused. If the student is age 17 or under, the absence is illegal and parents will be subject to the state's Compulsory Attendance Law. If the student is 18 or older, unexcused absences will be penalized by privilege restriction, detention, suspension, and ultimately expulsion from school.

If a student is absent from school (excused or unexcused), they are not permitted to participate in school related extracurricular activities.

If a student will be absent for at least three or more days, the parents should contact the school nurse to inform him/her of the nature of the illness or injury. Students should also reference their respective Canvas courses and/or contact their teacher for missed work during any extended illness.

Make-up privileges will be granted by teachers to any student who has been legally absent providing the student requests the privilege within three days after returning to school. Teachers may request students to take tests and make up class work immediately upon returning to school if circumstances dictate.

If a student will be absent two (2) or more weeks due to a long term confinement, parents are requested to contact the school nurse or school counselor to discuss the possibility of homebound instruction.

A student marked as unexcused from school (truancy, cutting class, failure to hand in a mandated doctor's excuse) does not have the right to make up a test or other assignments assigned during the class period in which they were marked as unexcused; students will receive an "F" for class participation or a test administered during this period of absence. (See also, "Course Credit Denial.")

Late arrival seniors who are present and neglect to sign in at the main office kiosk, as required by their schedule, will be considered to be illegally absent from school.

**PARENTS MUST SUBMIT A NOTE WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT'S RETURN TO SCHOOL FOLLOWING AN ABSENCE IN ORDER TO BE CONSIDERED AN EXCUSED ABSENCE.**

Please review the attendance acknowledgement [chart](#) regarding cumulative and noncumulative absences and procedures when reviewing a student's attendance record.

**DISTRICT CALENDAR**

The Superintendent or designee will develop a school year calendar that sets the school term and that is in keeping with all requirements of state regulations. Please click this [link](#) for the school board approved calendar.

**STUDENT INFORMATION SYSTEM**

Each school building uses the school district's student information system (PowerSchool) to track/document student attendance. All attendance records are thus maintained in that system and in accordance with FERPA (See [Board Policy No. 216](#)).

The school district's mass notification system will be used to notify parents/guardians of student daily absences.

**SCHOOL RESPONSES TO EXCUSED/UNEXCUSED ABSENCES**

An intensive and timely response to truancy is critical in those cases where a clear pattern of habitual truancy is evident. Building administrators shall not wait until a child has missed an excessive number of days before initiating a response, however, administrators should exercise caution and reason when utilizing punitive measures and involving other systems. Please click this [link](#) for more information.

## **CYBER STUDENT ABSENCE INFORMATION**

### **1. Attendance for *Palisades Cyber Students* may be achieved in one of the following manners:**

- The Student meets the minimum time commitment of ½ hour per course per day (2.5 hours per week) for the full calendar week (7 days – Sunday through Saturday).
- The Student meets the minimum weekly workload as outlined by the teacher of record in the course pacing schedule and weekly announcements.
- Student does not meet the criteria for attendance as outlined in options 1 or 2 but based on the teacher's calculation of assessments completed and consideration for login time, communication, and additional work completed - attendance is achieved. The teacher will notify the parent of attendance concerns. The teacher will also notify the administrator if the pattern continues.
- All students enrolled in cyber or blended courses will be required to sign an attendance acknowledgement. The attendance agreement will also be available online at the school website and be part of the student handbook.

### **2. In addition to the School Responses to / for Accumulated Absences above, the following will apply to *Palisades Cyber students*.**

### **3. Upon the 7<sup>th</sup> Day of Accumulated Excused / Unexcused Absence:**

- Parent(s) or guardian(s) will receive a time log of student online activity.
- Parent(s) or guardian(s) may also be required to meet with the administrative team or sign an agreement regarding their understanding of the attendance policy within 5 days.

***Outside agencies, such as K & S Truancy, may be used to assist in the elimination of habitually truant students.***

## **LATE TO SCHOOL**

*\*Every student is permitted **three** lates per semester without penalty. However, any work that is missed will be unexcused. Thus, the student may receive a zero on any assignment due to an unexcused late.*

### **UNACCEPTABLE REASONS FOR LATENESS:**

1. Absence through parental neglect
2. Missed bus
3. Overslept
4. Shopping
5. Unapproved appointments
6. Working
7. Truancy
8. Hunting/Fishing (without prior approval)
9. Vacation (without prior approval)
10. Absence on the day after a suspension is completed
11. Car problems

*However, some situations occur which are beyond your control. Thus, these lates will not count against your three permitted lates:*

### **ACCEPTABLE REASONS FOR LATENESS:**

1. Illness (after the 4th late a doctor's note is required)
2. Death in the immediate family
3. College Interview, provided prior approval is obtained from school counselor who will notify attendance secretary, and a note from the college on the college's letterhead
4. Military Recruiting Function (provided prior approval is obtained from school counselor who will notify attendance secretary) with a note from the recruiting office
5. Medical/Dental appointments with a note from the office/doctor
6. Official religious holidays

### **LATENESS TO SCHOOL POLICY**

Students are expected to report to their period 1 class by 7:40 a.m. Anyone reporting after 7:40 a.m. must report directly to the Main Office in order to sign in. **FAILURE TO REPORT TO THE MAIN OFFICE TO SIGN IN WILL RESULT IN AN UNEXCUSED ABSENCE FOR THE DAY AND FURTHER DISCIPLINARY ACTION.**

**Please note: whether you bring a parent note or not, your late(s) will count against you.**

During each semester, on the second unexcused late to school, students will be issued a warning. Upon the fourth unexcused late and on each late thereafter, students are subject to disciplinary action including detentions, loss of parking privileges, early dismissal, and/or suspensions.

Tardiness will only be excused if due to illness or doctor appointment and the student must present a doctor's note to the attendance office upon arrival to school **that day**. Doctor's notes will be required for the fourth and subsequent lates due to illness per semester.

Unexcused lates, resulting in a student arriving after 8:15 a.m., will be considered an unexcused absence from the period 1 class; continued unexcused lates will negatively impact a student's course grade, as they will be missing valuable instruction. Students reporting late must bring a written excuse with them and submit this note to the main office.

Please review the following the following times which denote when a student's tardiness/early dismissal results in an absence from school:

Arrival times:

Tardy (excused or unexcused): 7:40-9:40 a.m.

Half day absence (excused or unexcused): 9:41-11:40 a.m. (over 4 hours missed)

Full day absence (excused or unexcused): arrival after 11:40 a.m. (over 4 hours missed)

Dismissal times:

Early dismissal: after 12:27 p.m. (missing 2 hours or less)

Half day (excused or unexcused): 10:27 a.m. - 12:27 p.m.

Full day (excused or unexcused): prior to 10:27 a.m. (missing more than 4 hours)

### **PLANNED TRIPS**

Although attendance in school is required and necessary, there are times that students will benefit from an educational trip. The Board directs that any parent(s) or guardian(s) planning to take their child on a trip which necessitates missing regular school day(s) must **submit a request in writing at least 5 days in advance**.

Any trip of 10 or fewer days duration may be approved at the discretion of the building principal or his/her designee. This approval will be granted dependent upon the student's attendance record during that year and the student's classroom progress.

A request for a single trip with a duration of more than 10 days, or requests for several trips during the school year whose total exceeds 10 days, must be approved by the superintendent.

Please note that **all non-school sponsored educational** trips days are cumulative absences unless the trip is school-sponsored. **Before** leaving for a planned trip, every student is required to contact his/her teachers for assignments. Each student is responsible to make up work and tests. The due date for such work is at the teacher's discretion.

Any student who goes on an approved trip must complete the following procedures prior to being approved for the excused absence:

1. Student's parents **MUST** send an email/note requesting an excused absence due to a trip, including the reason and dates of absence.
2. **The student MUST complete the [Planned Trip Request Form](#) at least 5 days prior to the trip's departure. *\*Planned trips will not be approved during Keystone testing.***
3. If a student is attending a college visit, they must obtain the college admissions counselor's signature for final approval.
4. Upon receiving the parent's written request and the completed online form, which is the student's responsibility, the administrator will notify the student and/or the parent whether or not the absence is approved and absences are cumulative/non-cumulative.

**Please click this [link](#) for more information regarding attendance.**

### **NURSE'S OFFICE INFORMATION**

#### **ILLNESS/FIRST AID**

Students who become ill during the day shall secure a pass from their teacher and report to the nurse ***after the teacher contacts the nurse. Students WILL NOT be excused from school due to illness without first being assessed by the nurse. Students are NOT permitted to call parents or guardians to be picked up from school using personal devices without consent of the school nurse and/or administration.***

Parents are requested to give several emergency contact numbers or work number(s) where they can be reached in case of serious student illness or injury. If a student is injured or becomes seriously ill while at school, it will become the responsibility of the parents to pick up their son/daughter at school. If a parent cannot be reached, the student will be sent to the hospital, via the local emergency squad, and parents will be notified as soon as possible. It is then the parent's responsibility to arrange for further care.

#### **MEDICATIONS**

In the interest of student safety, all prescription medications and over-the-counter medications to be taken or administered during the school day are to be brought to school by a parent, registered with the school nurse, and taken in the presence of the school nurse. Any other arrangement for transporting medication to or from school requires the approval of the building principal. All medication must be brought to school by the parent clearly labeled in the original container, and be accompanied by a "Medication Administration Consent Form" (available in each nurse's office or on district website) which indicates:

#### **FOLLOWING ITEMS ARE REQUIRED FOR ANY MEDICATION**

- Patient's Name
- Name of medication
- Route and Dosage
- Time of medication administration
- Directions
- Reason for medication
- Discontinuation date
- Other medication the child is taking
- Licensed prescriber signature
- Licensed prescriber's printed name

Students with a diagnosed condition requiring self-administration of emergency medications (asthma, bee stings, etc.) who have medication orders, parental permission, signed medication exception form, and have demonstrated responsible behavior to carry and self-administer their medications, may be permitted to keep such medications in their possession (EpiPen AND INHALERS).

### **DENTAL/MEDICAL APPOINTMENTS**

Written requests to be excused for appointments must be presented to the Attendance Office for approval prior to 7:40 a.m. **This request must state the specific reason, name of doctor, date, and time for dismissal and be signed by the parent.** Telephone requests will be honored in emergencies only.

Any request to be excused which is not for a legitimate, verifiable appointment will not be permitted.

If students leave early for appointments or for other reasons, the time lost will be considered excused or unexcused as is a full day of absence. If a student leaves before 9:00 a.m., it will be considered a full day absence. If a student leaves between 9:00 a.m. and 1:00 p.m., it will be considered a half day absence.

### **STATE REQUIRED HEALTH PROGRAMS**

The State Health Act requires that the following testing be conducted in public schools:

1. Vision Screening: Annually
2. Hearing Screening: Grade 11 (or any student with special needs)
3. Height & Weight: Annually
4. Private or School Medical Examinations: Required for students upon original entry into school and 11th grade.
5. Athletic Examinations: Required by PIAA and School Board for athletes participating in interscholastic athletic programs.

The cooperation of parents is requested so that we may fulfill our legal responsibilities under the requirements of the State Health Act.

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### **PASSES**

Every student who leaves a classroom, study hall, or the cafeteria between 7:40 a.m. and 2:24 p.m. must receive permission from their classroom teacher. Teachers will utilize a Google form to track students signing-in/out of their classroom.

- **A faculty member requesting that a student be excused from a scheduled class must receive approval by the principal or his/her designee and the teacher whose class will be missed.**
- Students requesting to meet with a teacher during their assigned study hall must receive permission from the requesting teacher, prior to the beginning of the period for which the request is made. The requesting teacher should email the student and the study hall proctor.
- Only one student per class will be permitted to leave for the lavatory at a time, except in emergency situations.
- Students must receive permission from a physical education teacher before entering a locker room.
- Permanent Passes - students that are assigned a study hall may get approval to report to a current teacher's class for the purpose of completing related work as long as the proper [Permanent Pass form](#) has been completed and approved by the administration.

**If a student is placed on the pass restriction list, they may not be in the hallways without administrative approval.**

### **DRONES**

The use of drones on all Palisades School District property is strictly prohibited.

### **CAFETERIA GUIDELINES**

**All students must eat their lunches in the cafeteria and report at their scheduled time.** Students purchasing a regular lunch may purchase a second helping of food. Items from the daily menu may also be purchased a la carte.

Students are expected to leave their table in a clean condition and to return their tray items to the appropriate place.

Students must follow all established procedures when taking food out of the cafeteria. Those students who wish to eat lunch outside the cafeteria, with a teacher they currently have for a scheduled class, must complete the approved form.

### **OUTDOOR LUNCH SENIOR PRIVILEGE**

The following conditions exist for this privilege and if these conditions are not met this privilege may be revoked:

- Administrative approval prior to eating outdoors.
- The student has no record of suspensions in the current marking period (ISS or OSS).
- The student is approved by the principal/assistant principal to sit outside.
- The student is responsible for cleaning up his/her trash and respecting the outdoor seating area, leaving behind no evidence of trash, damage, or vandalism.
- The student MAY NOT leave the courtyard/seating area during his/her lunch period.

### **FOOD SERVICE HELPFUL HINTS**

During the 2023-24 school year, breakfast will be free for all students.

If a student had a lunch debt prior to the 2023-24 school year, they will be required to clear their debt before receiving their high school diploma. Please review the following information regarding lunch account payments:

- This cashless system speeds the service lines by providing a **debit** account for student lunch purchases, eliminating the need for students or staff to handle cash or checks during lunch service.
- **DEPOSITS TO STUDENT ACCOUNTS ARE TO BE MADE IN ADVANCE:**  
Although entree lunches are free, a la carte items are available for purchase. Therefore, students and parents may fund lunch accounts. Send/bring cash or checks to school for the cafeteria crew chief to deposit into the account **in the morning before school begins.** You may mail checks, made payable to Palisades Food Service Food Service Dept, Palisades School District, 20 School Drive, Kintnersville Pa. 18930. You may also manage student online accounts through [www.schoolcafe.com](http://www.schoolcafe.com)
- Every student in the district is automatically provided with an account. Positive funds deposited into that account carry over from year to year and from school to school within the district. Refunds for balances will be made to students, (without siblings), who graduate or leave the district for some reason. Balances will first be transferred to a sibling, if possible.
- With the exception of the end of year, the school district does not automatically move monies from one sibling's account to the other. If you need to request this to occur, you must provide in writing, a note or email stating which child's account to debit, and which to credit. This transaction **does not** occur in the lunch line. This is a time consuming process, therefore the food service director, or crew chief, will process the request. Please plan in advance, attach a note to your payment, or your child may give the note to the school. For your convenience, you may email this request to the food service director at: [ggiarratana@palisadessd.org](mailto:ggiarratana@palisadessd.org).

- **Account Balance notices.** If a student has charged a meal or other items to an account that is not funded, we will send out a balance due notice, requesting funding with the current balance identified. These notices are sent electronically through an e-mail address, as well as mailed to your home. After 2 notices given, after 6 meals charged, and no response or action taken, the Food Service Director will make contact with the home, to make payment arrangements. Students are not told of the current account balance in the lunch line unless they request this from the cashier. Students grades 9-12, can receive notification from the cashier. Accounts will need to have funds for purchase of snacks, or a la carte items. We may deny a purchase of a snack or a la carte item due to lack of funds. Complete meals are never denied for a student due to lack of funds.

Please contact Gerry Giarratana, Food Service Director, if you have any questions 610 847-5131 ext. 5002 or you may email [ggiarratana@palisadessd.org](mailto:ggiarratana@palisadessd.org).

### **FOOD IN CLASS**



Eating food in classes is permissible at the discretion of the teacher. Any changes to the PSD Health & Safety plan that restrict food consumption in classrooms will be communicated in a timely manner with students and staff.

Students should not be excused from class to purchase food during class time. In addition, a student should not be late to class as a result of purchasing food in the cafeteria between periods. Please note that the morning food cart no longer exists.

The Palisades School PROHIBITS home-made food items from being brought to school for celebrations, culture days, etc. However, store bought packaged items with nutritional labels are permitted for such events. Please understand that this is a safety and health issue especially for students with allergies or other unknown health concerns.

### **PARKING PRIVILEGE**

During the fall semester, only seniors and juniors are eligible to acquire a parking permit. Seniors will have the first opportunity followed by juniors. All parking permits are issued on a first come first serve basis dependent upon availability and student debt. If a student's PowerSchool registration is incomplete, they will not be granted a parking permit. Please review the information below with specific criteria for parking eligibility. Students wishing to park on campus must follow all registration steps, which includes a non-refundable parking fee. Please complete the following procedures to register for a parking permit:

1. Click this [link](#) to fill out the parking application and upload copies of your:
  - Valid Driver's License
  - Valid Insurance Card
  - Valid Vehicle Registration
2. Review Parking Lot Maps to choose your assigned spot
  - a.  SENIOR PARKING LOT MAP
  - b.  JUNIOR PARKING LOT MAP

During the spring semester, sophomores will be eligible to acquire a parking permit on a first come first serve basis provided parking spots are available. Please read the Yellow Handout with specific criteria for parking eligibility. Students wishing to park on campus must follow all registration steps, which includes a non-refundable parking fee. Parking fees will be adjusted to the time frame requested - students acquiring a parking tag during 2nd semester will only pay ½ the cost. The cost for the entire year is \$40.00. Parking fees will not be refunded if this privilege is revoked.

Students must park in student lots and must have their parking tag visible at all times. At no time are students permitted to loiter in cars or in the parking lots upon arrival or dismissal from school. The school assumes no responsibility for vehicles parked on school property. Driving to school without a parking tag will result in a Saturday detention.

**Students will lose their driving privileges for any of the following reasons:**

- Students who accumulate 6 excessive lates to school, per semester
- Students who accumulate excessive lates to class
- Students who leave school without permission
- Students who accumulate 3 or more unexcused absences per semester
- Students who do not exercise good judgment or display appropriate citizenship

**Please note, mini-bikes, ATVS, tractors, or other unlicensed vehicles are not permitted on campus.**

**LATE ARRIVAL & EARLY DISMISSAL**

**EARLY DISMISSAL PRIVILEGE- Juniors & Seniors**

Early dismissal permits may be issued to **eleventh and twelfth grade students**. Students are eligible if their last scheduled class is completed before the end of the regular school day. Please click this [link](#) to request for early dismissal.

Early dismissal permits are issued through the student office to provide individuals an opportunity to work part-time. Both the student and the parent or guardian must sign the completed request form.

Students are required to leave at times indicated on the "Early Dismissal Permit." Remaining in the building or on school property unsupervised will result in suspension of this privilege.

Students who receive one or more failing grades in a grading period will lose their early dismissal privilege during the succeeding grading period.

Failing grades, 3 unexcused absences, tardiness, driving around school property after dismissal, or other unacceptable conduct will nullify an Early Dismissal Permit.

**LATE ARRIVAL PRIVILEGE- Seniors ONLY**

Seniors have the privilege of arriving at school after period 1, if they have a first period study hall. Any senior requesting late arrival must complete this [form](#). If a student fails to comply with school rules and/or is not in good academic standing, they will not be granted late arrival.

Any senior who reports after period 2 has started, must sign in at the Main Office. Failure to do so will be considered an illegal absence.

If a late arrival student arrives prior to the start of their first class, they must first sign in at the Main Office and report directly to the study hall. The student may not walk the hallways.

**Students will lose their late arrival privilege for any of the following reasons:**

- Student receives one or more "F's" in a grading period
- Student is late to first scheduled class more than 3 times (unexcused)
- Student consistently forgets to sign in at the attendance office upon arrival
- Other reasons as determined by the school administration and/or parent i.e.
- disciplinary issues.

**MEDICAL CAREER PATHWAYS II/DUAL ENROLLMENT LATE ARRIVAL**

Juniors who are in the Medical Careers II Program or juniors who are in a first period/2 day per week dual enrollment classes may sign up for late arrival and follow the guidelines outlined above. Under no other circumstances are juniors eligible for late arrival.

# **PALISADES HIGH SCHOOL**



## **HANDBOOK**

FOR

## **STUDENT EXTRACURRICULAR ACTIVITIES** (non-athletic)

## **SCHOOL POLICY RELATING TO EXTRACURRICULAR ACTIVITIES**

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

All learning experiences offered by the school both curricular and extracurricular, shall be planned and integrated toward attainment of the district's educational objectives.

Refer to School Board Policy [122 Extracurricular Activities](#).

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### **STUDENT ELIGIBILITY**

Eligibility to participate in extracurricular activities shall be determined on a weekly basis. A weekly eligibility list shall be published.

A student failing more than one course in a weekly rating period shall be ineligible to participate during the subsequent week.

Students who are declared ineligible shall be notified in writing. The notice shall specify the subjects failed and the required program of remediation. Parents, coaches, and advisors shall also be notified any time a student is declared ineligible.

Additionally, a student who is serving either an ISS or OSS is ineligible to participate in any extracurricular activity.

If a student is absent from school (excused or unexcused), they are not permitted to participate in school related extracurricular activities.

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### **ACTIVITY MEETINGS / EVENTS**

Extracurricular Activities may be held after school on regular student attendance days and or held on non-traditional student attendance days upon the approval of the school Principal or Board of Directors when necessary.

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### **STUDENT ACTIVITIES**

Our teachers, counselors, and administrators are strongly committed to a school which enables our students to become well-rounded individuals. We encourage all students to get involved at Palisades beyond their experience in the classroom.

Research studies indicate that students who participate in various activity programs develop a stronger interest in school. Involved students enjoy their "school life" more and at the same time serve to make Palisades a better place for all. Research has also shown that involvement in extracurricular activities results in lifelong benefits. Involvement in school activities is one of the common denominators of society's most successful people. Please click this [link](#) to learn more about the extracurricular activities offered at the high school.

## **ACTIVITY DIRECTORY**

Palisades offers a wide variety of activities/clubs for students. Most of these fall into one of the following categories: (1) governance, (2) performance/competition (3) publications, (4) service, (5) special interest, and (6) athletics. Students can obtain information about these programs through public address announcements, daily bulletin information, or direct contact with the various advisors, coaches, or directors.

<b>ATHLETICS</b>		
<b>Fall Season</b>	<b>Winter Season</b>	<b>Spring Season</b>
Boys Soccer Cheerleading	Boys Basketball Girls Basketball	Baseball Boys Tennis
Cross Country	Boys Wrestling Girls Wrestling	Softball
Field Hockey		Track & Field
Football		
Girls Soccer		
Girls Tennis		

<b>GOVERNMENT</b>
Student Government, Class & Club Officers
<b>PUBLICATIONS</b>
Pirates' Pearl (School Newspaper)
Palisadian (School Yearbook)

<b>PERFORMANCE/COMPETITION</b>	
Ethics Bowl Cyberonics-Technology Foreign Language Competitions FBLA Competitions Scholars Bowl Debate Club	Band Band Front Chorus Dramatics/Play Madrigal Singers Musical Orchestra

<b>SERVICE</b>	
Art Club Eco Club Key Club Kids for Kindness National Honor Society	French Club German Club Spanish Club Set Design Stage Crew

<b>SPECIAL INTERESTS</b>	
FBLA- Future Business Leaders of America	Ski Club
SADD- Students Against Destructive Decisions	CSO and STEM Outreach Club
Stand Up To Silence	Clay Shooting Club
Link Crew	

### **ABSENCE ON DAY OF EXTRACURRICULAR ACTIVITY**

A student who is absent from school or who arrives late to school after 10:51 a.m. is ineligible for all activities on that date. A student who leaves prior to 10:51 a.m. may not participate in an event unless prior permission is granted by the high school administration.

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### **BY-LAWS**

Extracurricular activities must have by-laws that govern the leadership and activities for the student group. They must be established and approved by the school board at the creation of the activity.

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### **ACTIVITY ADVISER/S**

All extracurricular activity adviser(s) must be approved by the school board annually.

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### **ACTIVITY SUPPLIES AND EQUIPMENT**

Each student is responsible for all issued supplies and equipment. At the conclusion of the activity, it is the student's responsibility to return all items in acceptable condition (minus normal wear and tear). Any item not returned or returned in an unacceptable condition will be charged a "single item" replacement price.

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### **ACCOUNTS**

All student-activity accounts must be run through the school district business office. No outside bank accounts may exist without written approval from the Superintendent.

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### **DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS & HAZING**

We have zero tolerance for hazing or discriminatory harassment. Refer to [Board Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students](#) for more information. If you feel you have been a victim of hazing or unlawful harassment of any kind, please report it to the school administration immediately.

The administration, faculty, staff and coaches will encourage students to report any incident of hazing. High school and Middle school students may use the online harassment reporting form located on their respective website's homepage. A full investigation will be conducted by the administration in the building in which the incident occurred. Once an incident can be verified, appropriate disciplinary action will take place in accordance with the school's student code of conduct. Coaches and advisors will provide information regarding hazing, and consequences at the beginning of their club's and/or sports seasons. Please reference [School Board Policy 247 - Hazing](#).

### **BUS POLICY – AWAY EVENTS**

Students who do not leave away athletic contests with the team bus (or van) must adhere to the following procedure(s):

- A. A student is permitted to leave with a parent or recognized member of the family if the parent has submitted a written request to the adviser.
  - B. A student is permitted to leave with another parent or adult if written permission has been submitted to the advisor by each student's parent / guardian / adult. In the interest of safety and liability, a student is not permitted to leave with another student or non-authorized person under any circumstances.
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**PALISADES HIGH SCHOOL/NON-ATHLETIC EXTRACURRICULAR ACTIVITIES**  
***Drug and Alcohol Regulations***

These regulations have been developed to promote a healthy lifestyle that reduces the risk for dangerous behaviors amongst our students. This procedure is intended to strongly discourage our students from using harmful drugs and alcohol and to foster the good health and welfare of our students. These regulations apply to student participation in all extracurricular (non-athletic) activities at Palisades High and are consistent with the general policy as listed in the Parent/Student Handbook.

- 1) Offenses shall be recorded cumulatively while the student is enrolled.
  - a) An offense shall include a verified incident involving being present at a school sponsored event while under the influence of drugs, alcohol, or other illegal substance. The offense will be verified by investigation by school officials.
  - b) An offense shall include a verified incident involving the illegal possession, use, transfer, or sale of drugs or alcohol on or off school property. An offense will be verified by investigation by school officials and/or by arrest and conviction.
  - c) An offense shall also include a verified incident of "Constructive Possession" in which illegal use or possession of alcohol and/or drugs are known to be present. Constructive Possession is defined as a failure to remove oneself from a situation or area within a reasonable amount of time where alcohol or other drugs are known to be present.
- 2) A student with a drug or alcohol problem may voluntarily come forward without any consequence if a request is made for assistance. Confidentiality will be maintained. This action must be prior to any reported or known offenses.
- 3) In an effort to assist any student with a drug or alcohol problem, any self-referral or violation, will be referred to the high school Student Assistance Team. This team will work with the student, family, and outside agencies to bring about private counseling, drug rehabilitation where appropriate. The student will be required to complete an alcohol/drug assessment through The Council of Southeast Pennsylvania.
- 4) A first verified offense of number 1 a) under drug and alcohol regulations will result in:
  - a. Normal disciplinary action through the school disciplinary code when applicable.
  - b. A recorded warning and written notification to parents.
  - c. Assignment to the Student Assistance Team.
  - d. Immediate removal from participation in all extracurricular activities for the remainder of the school year.
  - e. Revoking of a leadership role (i.e. president / vice president).
  - f. Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.
  - g. If appropriate, referral to the proper law enforcement agency.
- 5) A first verified offense of number 1 b) or c) of the drug and alcohol regulations will result in:
  - h. Normal disciplinary action through the school disciplinary code when applicable.
  - i. A recorded warning and written notification to parents.
  - j. Assignment to the Student Assistance Team.
  - k. Suspension from participation on all school sponsored non-athletic extracurricular activities for the remainder of the semester.
  - l. Revoking of a team leadership role (i.e. president / vice president).
  - m. Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.
- 6) A second verified offense of number 1 b) or c) of the drug and alcohol regulations within 12 months of the 1<sup>st</sup> verified offense will result in:
  - a. Notification to parents in writing.
  - b. Continued efforts by the Student Assistance Team or use of appropriate outside agencies.
  - c. Removal from participation on all, non-athletic extracurricular activities for the remainder of the school year.
  - d. Normal disciplinary action through the school disciplinary code when applicable.
  - e. Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.

7) Chronic offenses, three or more verified offenses of number 1 a) b) or c) of the drug and alcohol regulations while a student is enrolled in the Palisades School District will result in:

- a. Notification to parents in writing.
- b. Continued efforts by the Student Assistance Team or use of appropriate outside agencies.
- c. Removal from all school sponsored extracurricular activities
- d. Parents/Guardians may petition for reinstatement after one year following the final incident
- e. Normal disciplinary action through the school disciplinary code when applicable.
- f. Completion of an alcohol/drug assessment through The Council of Southeast Pennsylvania.

# **PALISADES SCHOOL DISTRICT**

**HOME OF**

## **THE PIRATES**



### **HANDBOOK FOR INTERSCHOLASTIC ATHLETICS**

#### **SECTION IV THE STUDENT-ATHLETE**

**Click this [link](#).**