

PALISADES HIGH SCHOOL



Student Handbook 2020-21

Revised 11/10/2020

Table of Contents

INFORMATION	PAGE #
ACADEMIC LETTERS	22-23
ACTIVITY BUSES	60
ALMA MATER	7
ANIMALS	14
ATHLETIC PROGRAMS / POLICIES & PROCEDURES	64-71
ATTENDANCE POLICIES/ PROCEDURES/ P.E. ABSENCES	43-47
BEHAVIORAL POLICIES	39-43
BELL SCHEDULE	8-10
BULLYING / HARASSMENT POLICY	28-30
CAFETERIA GUIDELINES	51
CELL PHONE / IPOD POLICY / ELECTRONICS / CHROMEBOOKS	15-16
CITIZENSHIP	36
COMPUTER AND CHROMEBOOK USE	13-14
COURSE AUDIT	17-18
COURSE WITHDRAWAL	18
CREDIT LIMITS	23
CURRICULUM & GRADING INFORMATION	17-19
DANCE / PROM PROCEDURES	60-61
DATING VIOLENCE AND FORM	33-34
DELAYED OPENINGS	10
DISMISSAL INFO/ EARLY-LATE ARRIVALS/ MED PATH & DUAL ENROLL	54
DISTRICT CALENDAR	43
DISCIPLINE POLICIES	36-38
HIGH SCHOOL & DISTRICT STAFF/ SCHOOL BOARD DIRECTORS	7
DRESS CODE/ MASK POLICY	35-36
DRONES	51
DROP / ADD POLICY	18
EMERGENCY DRILL/ EVACUATION NUMBER	17
EXTRACURRICULAR HANDBOOK-NON ATHLETIC	56-63

FACULTY	6
FIELD TRIP REGULATIONS	15
FINAL EXAM AND EXEMPTIONS	21-22
FOOD IN CLASS	53
FOOD SERVICE INFO AND LUNCH ACCOUNT USE-COMPUTER	52-53
FLAG SALUTE	35
FREEDOM OF EXPRESSION	27
FUNDRAISING	61
GRADE LEVEL RETENTION	20
GRADE POINT AVERAGE / CLASS RANK	23
GRADING SYSTEM AND POLICY	19-21
GRADUATION / DIPLOMA REQUIREMENTS	18
GYM LOCKERS	12
GUIDANCE / COUNSELING INFORMATION	24-25
HAZING	33
HOMEBOUND INSTRUCTION	18
HOMELESS SERVICES	25
HOMEWORK	21
HONOR ROLL	22
ILLNESS / FIRST AID	50
INCOMPLETE GRADES	20
INTRO TO STUDENT HANDBOOK	5
LATENESS POLICY	47-48
LEARNING ENVIRONMENTAL NEEDS	8
LIBRARY / COMPUTER LAB	13-14
LOCKER POLICY & LOCKER ROOM VALUABLES POLICY	12
MEDICAL & DENTAL APPOINTMENTS	49
MEDICATIONS	50
MILITARY RECRUITING LISTS	26
NATIONAL HONOR SOCIETY	61
NURSE INFORMATION/ COVID UPDATES	49-50
ONLINE COURSES	19
OUTDOOR LUNCH SENIOR PRIVILEGES	52

PARKING PRIVILEGES	53
PASS RESTRICTION LIST	16
PASSES	50-51
PHYSICAL EDUCATION ABSENCES	46-47
PLAGIARISM / CHEATING	20
PLANNED TRIPS & REQUEST FORM LINK FOR STUDENT	48
REPORT CARDS	22
SAFE TO SAY SOMETHING	31
SCHOOL BOARD OF DIRECTORS	7
SCHOOL HOURS	8
SCHOOL POLICIES AND REGULATIONS	27
SCHOOL PUBLICATIONS	35
SCHOOL SPONSORED TRIPS	14-15
SIX DAY CYCLE	8
SPECIAL EDUCATION AND RELATED SERVICES	25-26
STATE REQUIRED HEALTH PROGRAMS	49
STUDENT ACTIVITIES/ DIRECTORY	54-55
STUDENT ASSISTANCE PROGRAM	25
STUDENT INSURANCE	11
STUDENT RECORDS	13
STUDENT WITHDRAWAL / TRANSFER PROCEDURES	27
STUDENTS' RIGHTS & RESPONSIBILITIES	27
SUICIDE AWARENESS, PREVENTION RESPONSE	31-33
SUMMER SCHOOL & TUTORING	19
SUSPENSION POLICY AND PROCEDURES	38-39
TESTING PROGRAM	23-24
TEXTBOOKS, MATERIALS, EQUIPMENT	21
TRANSPORTATION/ BUS STOPS & EXEMPTIONS/ WEATHER	62-63
VISITORS & VOLUNTEERS	11
WORKING PAPERS	26

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](#).

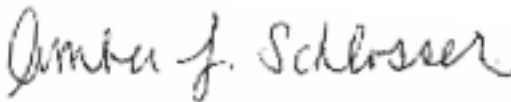
Building procedures and guidelines to mitigate the spread of COVID-19 can be found in this handbook and by also clicking on this [link](#). Also, please refer to the Palisades School District’s Health and Safety plan by clicking on this [link](#).

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
(610) 847-5131 ext. 2004



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

FACULTY

Scott Antoni	Social Studies
Erin Banas	Social Studies
Alex Bobsein	Social Studies
Neil Chaban	Music/Choral Director
Mark Chilton	Science
Amy Colyer	Mathematics/Gifted
Steve Danley	Mathematics
Alanna Davis	Journey's Program
Page Davis	Spanish
Carole Lee Deemer	English
Kriss Dengler	Special Education
Tim Einolf	Mathematics
Dylan Fedell	Science
Lindsay Fitz	Special Education
Dawn Fulton	Nurse
Brian Gilbert	Athletics, Business & Technology
Lauren Gourley	English
Christopher Hastie	Health/Physical Education
Moriah Hoferica	Business
Karen Hornberger	Librarian
Brent Jones	Art
Todd Kellman	Science
Tiffany Kitner	Art
Josh Kline	Driver Ed/Physical Education
Emily Kumpf	Orchestra
Nick LaFevre	Business & Cyber
Cara LaFlamme	Science
Mandy Laubach	English
Rose Lipton	English/Gifted
Katie Lloyd	Licensed Professional Counselor
Monica Losinno	Counselor
Jennifer MacDonald	English/Spanish
Abel Maldonado	Instrumental Music
Sean McGovern	Social Studies
Susan Mette	Science
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
Robert Schlegel	Social Studies
Shara Schopf	German
Sandra Shaffer	Mathematics
Dani Thomas	Special Education
Breanna Timochenko	Business Education
Lori Tirjan	Counselor
Erin Tolson	Special Education
Aimee Trieu	English
Espi Tucker	German
David Wasser	Mathematics
Jeremy Wolf	Science
Amy Wright	Mathematics

HIGH SCHOOL ADMINISTRATION

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

Principal
Assistant Principal
Director of Athletics

DISTRICT OFFICE ADMINISTRATION (847-5131 ext. 4000)

Dr. Bridget O'Connell

Superintendent

Mr. Richard J. Heffernan Jr.

Assistant to the Superintendent

Dr. Michael Donnelly

Director of Curriculum and Instruction

Mr. Drew Bishop

Business Manager

Mr. Eric Gladfelter

Director of Pupil 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

Ms. Monica Losinno

Counselor

Mrs. Lori Tirjan

Counselor

Mrs. Aimee Trieu and Mrs. Carole Lee Deemer

Deans of Cyber Academy

Dr. Amy Glascott

School Psychologist

Mrs. Hillary Strong

School Psychologist

Mrs. Katie Lloyd

Licensed Professional Counselor

SECRETARIAL STAFF

Ms. Tammy Labant

Athletic Secretary

Mrs. Laila Mednis

Guidance Secretary

Mrs. Kelly Miller

Main Office Secretary

Mrs. Corine Rillera

Attendance/Assistant Principal's Secretary

Mrs. Carole Scoggin

Principal's Secretary

BOARD OF SCHOOL DIRECTORS

Mr. Robert S. Musantry (Springfield)

President

Mrs. Shari VanderGast (Durham/Nockamixon/Riegelsville)

Vice President

Mr. David Haubert (Durham/Nockamixon/Riegelsville)

Treasurer

Ms. Deana Cronk

Board Secretary

Directors:

Mr. Scott Freeman (Bridgeton/Tinicum)

Mr. Robert Fumo (Springfield)

Mrs. Dawn Grochowiak (Springfield)

Mr. James Hallowell (Bridgeton/Tinicum)

Mrs. Silvia LeBlanc (Bridgeton/Tinicum)

Mr. James Ott (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 2:27 p.m. However, students may remain during the activity period until 4:00 p.m. on Tuesdays and Thursdays for extra tutorial help, to make up tests, or to participate in clubs, or meetings at the discretion of the teacher or advisor. Late buses leave at 4:15 p.m.

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.

BELL SCHEDULE USED DURING VIRTUAL/FACE TO FACE 2020

ending October 2, 2020

Period 1: 7:40-9:08

Period 2: 9:13-10:41

Period 3: 10:46-12:45

A Lunch	B Lunch	C Lunch
lunch	class	class
class	lunch	lunch
	class	

Period 4: 12:50 – 2:27

2020-21 BELL SCHEDULE

BEGINNING OCTOBER 5, 2020

Period 1: 7:40-9:06 (88 mins)

TRAVEL: 5 MINUTES to next period

Period 2: 9:11-10:42 (91 mins-5 mins more for morning broadcast and attendance)

TRAVEL: 5 MINUTES to next period

Period 3: 10:47-12:56

A - LUNCH

SOPH/SENIORS DISMISS CLASS 10:40 TO GET FOOD AND GO EAT IN GOLD GYM

LUNCH: 10:47-11:17

CLASS: 11:20-12:56

B - LUNCH

LUNCH: 10:47-11:37

SOPH/SENIORS DISMISS CLASS 11:35 TO GET FOOD AND GO EAT IN GOLD GYM

LUNCH: 11:37-12:07

CLASS: 12:10-12:56

C - LUNCH

CLASS: 10:47-12:26

SOPH/SENIORS DISMISS CLASS 12:24 TO GET FOOD AND GO EAT IN GOLD GYM

LUNCH: 12:26-12:56

TRAVEL: 5 MINUTES to next period

Period 4: 1:01-2:18

Dismissal: 2:18-2:29 by Transportation groups

TECH SCHOOL BUS SCHEDULE

AM Departure: 7:45 AM **Return:** 11:25 AM
PM Departure: 10:53AM **Return:** 2:25 PM

TWO HOUR DELAYED OPENING

AM Tech departs at 9:45

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.

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

Regular schedule begins with Period 3 at 10:55

EARLY DISMISSAL (no Lunch)

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

A.M. Tech Departure: 7:40 AM **Return:** 10:50 AM

UBTS Transportation Schedule:

A.M. Tech Departure from PHS: 7:47 a.m. Arrive at UBTS: 8:03 a.m.

Midday Departure from PHS: 10:53 a.m. Arrive at UBTS: 11:09 a.m.

Midday departure from UBTS: 11:12 a.m. Arrive at PHS: 11:27 a.m.

P.M. departure from UBTS: 2:09 p.m. Arrive at PHS: 2:25 p.m.

VISITORS & VOLUNTEERS

In accordance with the PSD Health and Safety Plan, visitors/volunteers will not be permitted in schools until further notice. Visitors/volunteers are encouraged to interact with school personnel virtually. If that is not possible, visitors will comply with the same screening procedures in place for employees and must wear a mask. If symptomatic, visitors will be denied entry. Visits are by appointment or invitation only and essential visitors will be confined to the area of the building (typically the office area) that is necessary to complete the essential purpose of the visit.

Once visitors, conducting official business, are allowed back in the building, they are required to register at the high school office. Prior to one's visit, a visitor must submit the [Act 24 form](#). Upon one's visit to the high school, a visitor 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 carry a visitor's pass as identification. Students who plan to bring a visitor to school must submit a written parental request to the office one day in advance of bringing a guest to school (forms are available in the Main Office). Palisades students are not permitted to visit other schools or school districts on days off without permission from the school being visited. Visiting alumni should seek prior approval from teachers or administrators before visiting.

*****Very Important: If a parent or community member wishes to volunteer, he/she must provide clearances to Susan Keogh, Human Resources Associate, 35 Church Hill Rd., Kintnersville, PA 18930 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, he/she is required to get a Tuberculosis (TB) test.

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 "For Students & Staff," click on [Student Accident Insurance](#). Additionally, you may visit AG directly on their website: www.AGAdministrators.com.

LOCKERS

In order to mitigate the spread of COVID-19, lockers will not be assigned during the 2020-21 school year. Once lockers are assigned, the following policies and procedures will be followed:

HIGH SCHOOL LOCKER POLICY

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 he/she has 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 he/she 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, as the school is not responsible for personal 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, not even a close friend.
3. Report damaged lockers (especially those that will not close properly) to the main office secretary as soon as possible

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.

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.

STUDENT RECORDS

The school keeps three record folders for each student:

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

A child'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 child's records, no one is permitted to see the folders without your written permission (except in the case of a court subpoena). This policy protects your right to privacy.

At the end of the 12th grade, your child'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.

Please review [Board Policy 216](#) for more information.

LIBRARY INFORMATION

Students with passes signed by supervised study or classroom teachers may use the library during the school day. **The librarian will work with teachers and students to assign library privileges in accordance with the PSD Health & Safety Plan guidelines.**

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.

COMPUTER & CHROMEBOOK PROCEDURES FOR PALISADES SCHOOL DISTRICT

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, to ask that people who use the school's computers and/or Chromebooks will do so in a way that is consistent with its educational mission.

If a student needs to borrow a Chromebook from Chromebook Central, they are required to follow all guidelines and procedures as communicated by Mrs. Duke at Chromebook Central.

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, he/she 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.**

ANIMALS

Students are not permitted to bring animals to school without obtaining permission of the building administrator for the purpose of a specific class project. The building principal/assistant principal reserves the right to deny any request based upon the circumstances. *Exception: If a student requires a service animal; please review [Board Policy 718](#).

SCHOOL-SPONSORED TRIPS

In accordance with the PSD Health and Safety Plan, until further notice, full class/large group off-campus field trips are cancelled, with few exceptions. Teachers will be encouraged to make use of virtual field trips to bring experiences into the classroom for their students. For those curricular experiences that can otherwise not be realized through virtual means, teachers and administrators will communicate home the risks and precautions to maintain student safety.

Once field trips are permissible, 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 (e.g., senior class trip), separate regulations are promulgated to assure that 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, and/or who owes outstanding financial obligations to that particular club/organization/class, etc., on whose trip the student wishes to participate.

The rules and regulations governing student behavior on field trips are the same as those which apply during the regular school day. Please review [Board Policy 121](#) for more information.

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

CELL PHONE/ELECTRONIC DEVICE 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, iwatches, 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 hall, 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 student's 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. Please reference [Board Policy 237](#) for more information.

****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
4. Not reporting to area designated on pass (signing out to lavatory and returning with food)
5. Not following social distance guidelines
6. Not wearing a mask

Consequences of Pass Restriction

Students who are on pass restriction are not permitted to leave the classroom unless otherwise determined by the classroom teacher and administration. Students who are on pass restriction, and need to use the restroom, MUST report to the nurse's office restroom.

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

EMERGENCY DRILLS

In order to mitigate the spread of COVID-19, all students and staff must socially distance themselves and wear a mask during all 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 surveillance system will be used 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, and Parent-Reunification. Appropriate conduct must be maintained during all drills.

EVACUATION PHONE NUMBER

In the event of an emergency evacuation, and a high school student is required to leave the building, their parent/guardian is required to call **610-847-5131 ext. 2911** 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

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 15th 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. 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.

7. HOMEBOUND INSTRUCTION

Homebound Instruction is provided for students who cannot attend school because of extended illness which requires absence from school of more than two weeks' duration. Upon the recommendation of a physician and the completion of the form "Physician's Report for Homebound Instruction," homebound instruction totaling five hours per week may begin. Forms and further information are available in the guidance office. **NOTE: A parent/legal guardian must be present during the period of time the homebound instructor is in the home.**

8. 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.

9. ONLINE COURSES

Under special circumstances, students may take online courses that are not associated with the PSD Cyber program. 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.

GRADING SYSTEM

During the 2020-21 school year, Palisades High School will use the following letter system of reporting academic progress:

Letter Grade	Numerical Coverage	GPA Scale	Description Progress
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

**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):

- **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.

- **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 their own. If a student shares their work with another student, with the intent for this student to use this work as their 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. The student 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. 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.

- 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:
 - o 9th grade: 6 credits
 - o 10th grade: 12 credits
 - o 11th grade: 17.5 credits

Although a student may not have enough credits to be placed in the next grade level, he/she 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 he/she successfully earns the established number of credits. Ideally, students successfully pass ALL courses in which they are enrolled and accumulate the maximum number of credits toward graduation. If a student is having difficulty, he/she is encouraged to meet with his/her teacher to develop a support plan

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 224](#) 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.

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.

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 failing 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 cannot be taken for credit in summer school during the school year in which the mid-year/final exam was not taken.

1. FINAL EXAM EXEMPTION FOR SENIORS

Seniors who have an average of 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.

2. FINAL EXAM EXEMPTION REGARDING AP COURSE EXAMS

- Final exam exemptions for seniors as cited above does 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.

3. 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.**

4. 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.

5. 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), he/she 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) he/she 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.

Recognition:

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

6. 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 [2020-21 Curriculum Guide](#).

7. 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 (exception 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.

TESTING PROGRAM

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 January
 - *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
- 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).
- MAP Testing occurs for all grade levels twice throughout the school year; once in early-fall and another time in late-April.

***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. Monica Losinno: Grades 9-12 **L-Z**

STEPS TO SEE A COUNSELOR:

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

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.

****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.

****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.

****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.

****Guidance is NOT:***

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

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.

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 believe they may qualify for homeless services, please contact the school counselor to request assistance or the Palisades School District Homeless Liaison, Eric Gladfelter (610-847-5131 ext. 4009; egladfelter@palisadesd.org).

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program 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. Eric Gladfelter, Director of Pupil 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. Eric Gladfelter.

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. Gladfelter as noted above.

WORKING PAPERS

For a minor to be employed legally, he/she 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.

To obtain an application form, the minor's parent must report to the Main Office to complete a first-time application, and present a birth certificate or a passport.

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.

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/TRANSFER PROCEDURES

When withdrawing/transferring from school, the student is required to contact a counselor or the attendance secretary before his/her final day of attendance so that proper procedures can be followed.

If withdrawing from school, these procedures include submitting/completing:

1. Written parental permission to withdraw from school;
2. A valid employment certificate (Required if the student is 16 years of age);
3. A "Withdrawal/Sign-out" form; and an exit interview with the counselor.

If transferring, these procedures include submitting/completing:

1. A parent/guardian-signed release form authorizing Palisades' staff to send records to the student's new school; and
2. A "Withdrawal/Sign-out" form.
The student will be excused from attendance at Palisades High School only after he/she has completed the withdrawal procedures appropriate to his/her particular situation and has returned all school district materials/debt.

SCHOOL POLICIES AND REGULATIONS

At Palisades, our corrective or disciplinary alternatives are dependent upon the degree of communication and cooperation between the home and the school. We will try, in every instance, to seek the most appropriate action with the support of parents and guardians.

STUDENT RIGHTS AND RESPONSIBILITIES

Rules are designed to protect individual and group rights, as they work well if everyone knows the rules and 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:

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. **Wearing attire, including masks, which is demonstrated to cause a substantial disruption can be limited by school authorities.**

Please review [Board Policy 220](#) for more information.

PALISADES HIGH SCHOOL BULLYING POLICY

The Palisades School District is committed to providing a healthy, safe, and positive learning environment for all students. The goal of this form is to provide students guidance in reporting inappropriate behaviors such as bullying and harassment.

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 (**go to PHS website (palisadessd.org) click on "School," select Palisades High School, click on "Administration", Click on "Assistant Principal," click on "Bullying/Harassment Reporting Procedures," click "Done"**). 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.

UNLAWFUL HARASSMENT POLICY

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.

PROCEDURES FOR BULLYING AND CYBERBULLYING REPORTING

(PALISADES ADMINISTRATIVE REGULATION SCHOOL DISTRICT APPROVED: March 20, 2019

[BOARD POLICY 249 - BULLYING / CYBERBULLYING](#)

1. Reporting Procedures

- A. Each building administrator will identify a staff person responsible for receiving reports of and 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 founded, 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 (i.e.: 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.

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, he/she should do so as noted in the following [attachment](#).

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](#)) 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. Superintendent's Office or designee will post policy on 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(s). (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.

4. Prevention Education for Students

- a. Age appropriate lessons will be provided through the Health curriculum and/or school counselor classroom presentations addressing
 - 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 M-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 harm oneself, 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
 - 1. Use both parent contact numbers, and emergency contact, if necessary to reach someone.
 - ii. Parents will be required to take student for a mental health risk assessment
 - 1. Parents are required to get Authorization to Return to School form (AR819C) completed and returned, or similar documentation from appropriate mental health professionals.
 - 2. If a parent refuses or fails to secure 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 M-drive (Pupil Services, then Suicide-location Response).
- b. Materials and Programs
 - i. PDE website (www.education.pa.gov)
 - ii. PA Youth Suicide Prevention Initiative (<https://www.preventsuicidepa.org/>)
 - iii. Suicide Prevention Resources Center (www.Spro.org)
 - iv. American Foundation for Suicide Prevention (www.afsp.org)
 - v. The Jason Project (<https://jasonfoundation.com/>)
 - vi. Society for the Prevention of Teen Suicide (<https://www.sprc.org>)

8. Crisis Assessments and Local Resources

- a. *Foundations Behavioral Health Crisis Assessment 215-345-7151 (free assessment available 24/7), 833 E. Butler Avenue, Doylestown PA
- b. Penn Foundation Behavioral Health Services: 215-257-6551, (available daily from 7 am - 11 pm), 807 Lawn Avenue, Sellersville PA
- c. Lenape Valley Foundation: Crisis Line 215-345-2273, (available 24/7), located at Doylestown Hospital at 595 W. State Street, Doylestown PA (If not able to come in to this location, Mobile Crisis services are also available where a crisis team will come to the home or school to complete assessment when you call 215-785-9765)
- d. 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

***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](#).

DATING VIOLENCE

Students who wish to report an incident of dating violence as described in [Board Policy 252](#) will complete the form on the next page and submit it to the building principal in compliance with the written policy.

252.1 -AR. REPORT FORM FOR COMPLAINTS OF DATING VIOLENCE

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date(s) of Alleged Incident(s): _____

Name of person you believe violated the district's policy prohibiting dating violence:

If the alleged dating violence was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ committed dating violence against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

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.**

- **Masks must be worn on school district property at all times.**
- 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 and hoods are not permitted. Bandanas and other headwear are permissible if they are 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 he/she 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 thereafter 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.***

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 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:

- 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 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

- 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 (e.g., 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 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

- 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 their 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, or on any school bus or district transportation, 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, he/she will be referred to the SAP team, and be required to complete and pay for an online instructional course regarding vaping.

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. Please review [Board Policy 222](#) for more information.

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 chronic misbehavior, may be deprived of transportation.**

IMPORTANT SCHOOL BUS 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, he/she 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 the laws of the State of Pennsylvania, weapons are not permitted on school property. This includes knives of any size, firearms, mace, poisonous gases, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Violation of this law will result in your arrest and prosecution.

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.**

13. HARASSMENT

Please refer to “Unlawful Harassment/Bullying Policy” addressed previously in this handbook.

14. TECHNOLOGY USE

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. Therefore, 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. Please review [School Board Policy 815](#) for more information.

15. WALKING TO AND FROM SCHOOL

- There are no sidewalks or safe walking spaces on the sides of roads; therefore, students MAY NOT walk to or from school. Remember, our district offers transportation to 100% of our students.

16. UBER, LYFT, ETC.

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

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 approved 2020-21 school district calendar.

ATTENDANCE

COMPULSORY ATTENDANCE LAW - STATE OF PENNSYLVANIA

All children living in Pennsylvania have a legal obligation to attend school every day if they are of “compulsory school age.” The “Compulsory School Age” in the Commonwealth of Pennsylvania is that period of the child’s life from the time the child’s parents elect to have the said child enter school, which shall be no later than the age of six until the age of eighteen. Any child past sixteen years of age who holds a certificate of graduation from an accredited senior high school is not subject to its provisions.

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. The school district's mass notification system will be used to notify parents/guardians of student daily absences. Please review [School Board Policy 216](#) for more information.

PHS ABSENCE PROCEDURE

When a student is to be absent from school:

1. **Parents should call the school at 610-847-5131, ext. 2305 by 8:00 a.m.** Messages can be left at any time by calling the above number.
2. After an absence, a written legal excuse, signed by a parent/guardian, is required within 3 school days.
3. Students should submit excuse notes to their period 2 teacher or the main office upon their return to school. Excuse notes may also be emailed to the attendance office at 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 in period 2.

PHS ATTENDANCE POLICY

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.

If excuses are not received, the day will be recorded as unexcused. If the student is age 18 or under, the absence is illegal and parents will be subject to the state's Compulsory Attendance Law. Please review the Attendance Acknowledgment Form.

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 illegally absent from school (truancy, cutting class, failure to hand in a mandated doctor's excuse) does not have the right to make up a test and will receive an "F" for class participation or a test administered during this period of absence.

Late arrival seniors must report to their period 2 on-time to be marked present.

Please refer to the [PHS Attendance Newsletter](#) for further information.

18-YEAR-OLD STUDENTS SIGNING ABSENTEE EXCUSES

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that eighteen year olds are no different than other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student. This would require a notarized statement from the parents absolving them of all legal responsibility, proof of the student's change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an eighteen-year-old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen-year-old. An eighteen-year-old is required to follow the attendance rules of the school. The only time an eighteen-year-old is treated differently is when there is a specific law such as the privilege of voting.

SCHOOL RESPONSES TO UNLAWFUL ABSENCES

An intensive and timely response to truancy is critical in those cases where a clear pattern of habitual truancy is evident. Building administrators will not wait until a child, of compulsory age, 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.

The compulsory school age in Pennsylvania was recently changed. These changes went into effect at the beginning of the 2020-2021 school year and requires all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner.

Outside agencies, such as K & S Truancy, may be used to assist in student attendance improvement of habitually truant students.

Palisades School District will be utilizing the following procedures when reviewing a student's attendance in accordance with Board Policy 204.

Absence #	School Action Taken
Beginning of School Year	Require parent and student signatures on an Attendance Acknowledgement Form 204.1. Failure to sign this form DOES NOT exempt you from board policy and PA School Code.
1-9	Ensure all absence notes are returned within 3 days of student absences.
3rd Unexcused	School issues a Warning Letter to parents/guardians. Phone call from school personnel. Attendance Improvement Conference may be offered.
4th Unexcused	School issues a 2nd Warning Letter to parents/guardians. Notice is sent certified with return-receipt requested. Attendance Improvement Conference must be offered.
All Subsequent Unexcused Absences	All unexcused absences following the 4th are subject to citation from the District Magistrate. An habitually truant child under the age of 15 (has accumulated 6 or more unexcused absences), will be referred to either a school-based or community-based attendance improvement program or to the county children and youth agency.
7th Excused/Unexcused	School issues a Doctor Requirement Warning Letter to parents/guardians.
10th Excused/Unexcused	School issues a Doctor Requirement Notice to parents/guardians. School coordinates a school/family conference to establish a Student Attendance Improvement Plan.
4 or more CONSECUTIVE days absent	In order for these days to be excused, a doctor's note will be required upon return to school. Please note, the principal may give pre-approval for absence requests of 4 or more days (i.e., vacation requests, school affiliated trips, college visits, etc.).

Attendance for Palisades Cyber Students:

Students enrolled in the Palisades Cyber Academy (PCA) are subject to the same attendance policy as students enrolled in the traditional “brick and mortar” Palisades School District program. Attendance for students enrolled in PCA is achieved through course progress (e.g. percentage of course complete/assignment completion/attendance in Google Meets if applicable) and course grades. Students who are not making progress in their PCA courses will be expected to report to school or participate in required virtual support sessions until they have a passing grade (70% or above).

To meet the requirements of daily attendance students must:

- Be within 5% of the expected progress of their course. For example, if expected progress is 50% completion, the student should have no less than 45% of the course complete (this policy applies to all Educere and Apex classes).
- Have grades above a C- (70%) in each of their Palisades online courses.

PERFECT ATTENDANCE

As per the PSD Health and Safety Plan, “until further notice, recognitions or awards for perfect attendance will not occur in order. Maintaining this recognition may encourage symptomatic students to attend school”.

Perfect attendance is defined as being physically present every day that school is in session. Listed below are exceptions and conditions to receive the Perfect Attendance Recognition:

- Absences will not be counted against the perfect attendance designation if a student is absent to attend a funeral of an immediate family member, to take a driver’s exam, and/or the student is on a college visit. Note, only 1 day of absence will be permitted for a college visit as it relates to perfect attendance. The student MUST return with a note from the college/university on their letterhead informing us that the visit occurred.
- Due to the complexity of tracking attendance online students who elect to take more than 50% of their coursework through the Palisades Cyber Academy (PCA) are not eligible to be awarded the perfect attendance designation.
- A student with 3 or less excused tardies will be eligible for perfect attendance.
- A student arriving after 10:55 a.m. will be marked absent for the morning school session, thus not qualifying for perfect attendance.

If a student is completing a job shadowing experience to fulfill a Palisades’ portfolio requirement, or a Career Pathway field experience requirement, this absence will not count against his/her perfect attendance.

PHYSICAL EDUCATION ABSENCES

EXCUSED ABSENCE

- To be excused from any physical education class because of short-term illness or injury, a note signed by the parent or a physician must be submitted to the school nurse before 7:40 a.m. Two consecutive excuses from physical education may be by parent request. The third consecutive request must be from a physician.
- One absence from class each quarter as a result of an excused absence does not have to be made up. Beyond one excused absence per quarter, fifty percent of all other excused absences must be made up.
- Students participating in approved school-sponsored activities at the time of a scheduled physical education class will not be required to make up the missed class(es).

- Students returning from a long-term absence who have missed five or more consecutive classes shall arrange a mutually agreeable make-up schedule with the teacher. Any conflict in reaching such an agreement shall be resolved by the department head.

UNEXCUSED ABSENCE

- Students are expected to be prepared for state-required physical education classes. All students who report to class unprepared must make up the missed class. (A confirmed class cut shall be recorded as unprepared).
- It is the responsibility of the student to schedule a makeup class with the teacher. Make-up classes can be scheduled during the school day (contingent upon teacher availability) or on an after school basis.
- A student who accumulates five (5) unprepared misses during a semester will be withdrawn from the course (failure-no credit) if:
 - o None of the unprepared misses will be made-up, and
 - o A conference with the parent(s) has been held prior to such action.

PHS LATENESS POLICY

Students are expected to report to period 1 by 7:40 a.m. Anyone reporting after 7:40 a.m. must report directly to the Main Office in order to sign in and receive a late pass.

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 will count against you. Only if you bring in a doctor's note will you be exempt from receiving consequences.

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

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

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 depending 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.

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

- Student's parents must send an email/note requesting an excused absence due to a trip.
- The student is required to have the [form](#) completed by his/her teachers at least 5 days prior to the trip's departure. This form must be completed before the trip is approved.
- If a student is attending a college visit, he/she must obtain the college admissions counselor's signature for final approval.
- Upon receiving the parent's written request and the completed form, which is the student's responsibility, the administrator will notify the student and/or the parent whether or not the absence was not approved.

NURSE INFORMATION

ILLNESS RELATED TO COVID-19

As per the PSD Health & Safety Plan, "The Palisades School District will adhere to the Bucks County Department of Health guidance regarding signs and symptoms of COVID-19. Palisades employees will self-report monitoring results each day prior to reporting to work. Families will be educated on the signs and symptoms of COVID-19 in order to monitor students prior to sending them to school. Employees and students that become symptomatic in school will be quarantined in the health suite, assessed immediately and possibly sent home from school for further evaluation. In the event of a COVID-19 positive case, the district will work with the Department of Health regarding exclusion and return to school timelines. In addition, [Board Policy 203 - Immunizations and Communicable Diseases](#), currently addresses issues related to student exclusion from school and reporting to the Bucks Department of Health".

Medical clearance from the Bucks County Health Department and/or family doctor must be submitted to the building nurse and building principal before the first day of return to school. Building nurse will work with returning staff and students prior to their return to further address clearance concerns/questions. *NOTE: clearance may not be sent in with the student on the day of return but must be submitted (via email, scan or fax) at least one school day prior. Parent/guardian phone calls regarding clearance will not be accepted. Returning students will not be permitted on the bus until transportation receives clearance from the building nurse. Please click this [link](#) for the "COVID-19 Nurses Suite Guidelines".

Please note, a student's COVID-like symptoms will only be acknowledged as attributed to a pre-existing condition if a doctor's note or medical documentation has been submitted beforehand. Please refer to question #4 on [Bucks Dept of Health FAQ](#).

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. 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.

ILLNESS/FIRST AID

Students who become ill during the day shall secure a pass from their teacher and report to the nurse.

Students will not be excused from school due to illness without first being examined by the nurse.

Students are NOT permitted to call parents of guardians to be picked up from school using personal devices without consent of school nurse and/or administration.

Parents are requested to give an emergency number or work number 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:

- 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, 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)

PASSES

Every student who leaves a classroom, study hall, or the cafeteria between 7:40 a.m. and 2:27 p.m. must receive permission from their classroom teacher. Teachers will utilize a Google form to track students signing-in/out of their classroom. Students must wear a mask at all times and remain socially distant from others while out of their assigned area.

- **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.

If a student is placed on the pass restriction list, he/she may not be in the hallways without an excused reason from administration.

DRONES

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

CAFETERIA GUIDELINES

As per the PSD Health & Safety Plan, the following procedures will take place during the 2020-21 school year:

- Building administrators/designee will assign seats in lunch and monitors will ensure students are in those seats to facilitate contact tracing if necessary. Students will be required to sit in their assigned seats for the entire semester.
- Lunches will be served in take-out containers to prevent congregating in the lunch line and sharing of common items.
- Students can pre-order lunch to speed meal distribution. Please click this [link](#).
- Dining overflow will be in the Gold Gym.
- Lunch payment will occur through a drop box to eliminate cash transactions.
- **All students must eat their lunches in the cafeteria or Gold gym and report at their scheduled time.**
- Students are expected to leave their table in a clean condition and to return their tray items to the appropriate place.
- Pink passes will not be assigned during the 2020-21 school year.

OUTDOOR LUNCH SENIOR PRIVILEGE

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

- A green permission form must be completed by the student and signed by a building administrator.
- The student has no record of suspensions in the current marking period (ISS or OSS.)
- The student is approved by the building administrator 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

2020-21 LUNCH PRICE: \$3.15

2020-21 BREAKFAST PRICE: \$1.50

FREE AND REDUCED PRICE LUNCH BENEFITS

- Students receiving **benefits** at the end of **SY 19-20** will **continue** to receive the same benefits for the first **30 days in session of SY 20-21**. PLEASE, complete a new application. A new application needs to be approved **prior to day thirty**, 10/16/20, after which, **students will be charged full price for lunch until a new application approval is obtained**.
- If you believe that your family may qualify, we urge you to apply for the benefits. Students are protected from overt identification by staff and by the computerized point-of-sale system. Every student automatically has an account and everyone makes purchases in the same manner.
- Complete a Free and Reduced Application (available on the [PSD web-site](#)) at the beginning of SY 20-21 or you may apply online at www.pameals.com. Please follow the directions carefully to ensure receipt of the correct benefits for your family.

HOW TO USE THE COMPUTERIZED POINT-OF-SALE, and 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:**
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
- 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.

- **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@palisadesd.org.

FOOD IN CLASS

In compliance with PHS COVID-19 Building Guidelines & Procedures, food is not permitted in class during the 2020-21 school year.

PARKING PRIVILEGE

During the fall semester:

- ★ Only Seniors and Juniors are eligible to acquire a parking permit. Seniors will have 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 Infosnap registration is incomplete, he/she will not be granted a parking permit. Please read the Blue 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.

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. **Upon leaving the car, all students must wear a mask and practice social distancing at all times while on school district property.** 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.

DISMISSAL INFORMATION

EARLY DISMISSAL PRIVILEGE

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- Junior & Senior Privilege

Juniors & seniors have the privilege of arriving at school after period 1, if they have a first period study hall. Any junior or 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, he/she 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/DUAL ENROLLMENT LATE ARRIVAL

Juniors who are in the Medical Careers 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.

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.

STUDENT 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.

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

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

PERFORMANCE/COMPETITION	
Debate Club Cybersonics-Technology Foreign Language Competitions FBLA Competitions Scholars Bowl Pit Ensemble	Concert Band Marching Band Chorus Dramatics/Play Madrigal Singers Musical Orchestra

SERVICE	
National Honor Society Journalism Club Reading Olympics Key Club Kids for Kindness	French Club German Club Spanish Club

SPECIAL INTERESTS	
FBLA- Future Business Leaders of America	Ski Club
Link Crew (freshman mentoring program)	Students for Social Change
Stand Up To Silence	

PALISADES SCHOOL DISTRICT

HOME OF

THE PIRATES

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 Manual, Section 100 number 122 titled Extracurricular Activities

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.

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.

ABSENCE ON DAY OF EXTRACURRICULAR ACTIVITY

A student who is absent from school or who arrives late to school after 11:00 a.m. is ineligible for all activities on that date.

A student who leaves early during the school day may not participate in an event unless prior permission is granted.

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.

ADVISER(S)

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

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.

UNLAWFUL HARASSMENT / HAZING

We have zero tolerance for hazing or discriminatory harassment. Refer to Board Policy 103 *Non-discrimination/discriminatory harassment* for more information. If you feel you have been a victim of hazing or unlawful harassment of any kind, 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 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.
- 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.

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 "single item" replacement price.

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 1st 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.

ACTIVITY BUSES

- Late busses will not run this year, however, intermediate buses leave at 4:15 p.m. on Tuesdays and Thursdays.
- Students who remain after school must be under the supervision of a teacher. **Students are not permitted to loiter in the halls between 2:30 p.m. and 5:15 p.m.**
- Activity buses are occasionally cancelled; therefore, students who wish to use them should listen carefully to afternoon announcements for such information.

DANCE/PROM PROCEDURES

Each student is allowed one guest (see rule #1 & 2 below) for whom a **permission form must be completed in the attendance office by 2:27 p.m. no later than one day before the event.** Palisades' students must remain with guests at all times. Guests causing a disturbance will be asked to leave and will not be permitted to attend future events. In addition, the student sponsoring the ejected guest will not be permitted to invite guests to 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, if the dance falls on a Saturday.
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. Permission forms which are issued in the student office are required for guests.
10. No one will be admitted into the dance one hour after announced start time unless permission is granted by administration.
11. No loitering in the parking lots before, during, or after the dance.
12. No one is allowed to leave the dance early and return, once students leave they may not return.
13. Students are responsible for arranging rides home immediately following the dance.

14. 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.
15. Public displays of affection (kissing and close physical contact) in school are inappropriate.
16. To avoid offending or embarrassing others or yourself, provocative dancing on the dance floor is not permitted.
17. 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, or transportation of alcoholic beverages — whichever charge is appropriate.
18. All unacceptable behavior will result in disciplinary action.
19. Palisades' students are 100% responsible for the actions of their guest(s).
20. 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.

NATIONAL HONOR SOCIETY

Membership is an honor bestowed on students who have demonstrated outstanding scholarship, character, leadership, service, and citizenship. Students who have been selected by a faculty council are expected to maintain these high standards. A 3.5 grade point average is required for eligibility in the National Honor Society.

Students in grades 10 and 11 are eligible for the National Honor Society. Please see the NHS advisor for more details.

FUNDRAISING

- Fundraising activities by student organizations and school-related organizations are governed by school board policy.
- Only the four classes, under the direction of their advisors and officers, may sponsor "sales" fundraisers. Sales of "out of hand" fundraising products may not be conducted in classrooms.
- All other student clubs and activities interested in fundraising must sponsor "event" fundraisers and may not sponsor "sales" fundraisers.
- All fundraisers must be pre-approved by the building principal and the activities director. A financial report must be submitted to the assistant principal following each fundraiser.
- Student clubs and activities may not solicit donations from area businesses except to raise money for a particular charitable cause with the pre-approval of the assistant principal.
- Fund-raising by outside groups or faculty is prohibited on school property or in the name of the school. The School Board also prohibits the collection of money in school, on school property, or at any school-sponsored event by a student for personal benefit.

TRANSPORTATION HELPFUL HINTS

As per the PSD Health & Safety Plan, “bus drivers and passengers must wear face coverings while on the bus. Students will wear masks at all times on the bus because a minimum of 3’ social distance is not feasible. Medical exceptions must be discussed initially with the building principal. Transportation department will assign students to seats (families together) to support contact tracing if necessary. Hand sanitizer will be available and its usage strongly encouraged when boarding buses. Failure to adhere to masking requirements and/or remaining in the assigned seat may result in loss of bus privileges either temporarily or permanently”.

NOTES ABOUT TRANSPORTATION AND BUS STOP EXCEPTIONS-

Questions: Please call Krapf @ 484 812-0150 or email: busconcerns@palisadesd.org

- Stop exceptions may only be approved for daycare needs and custody situations.
- Please return bus stop exception forms for SY 19-20 as soon as your arrangements are finalized. The forms are available at each school, or on our website on the student services tab, under transportation services. Even if stop exception arrangements stay the same, **we need a newly signed completed form each year.** If a stop exception will no longer be in effect, please let us know ASAP.
- Please have students ready and waiting at their assigned stop, in the morning, 10 minutes before the scheduled pick-up time.
- Electronic letters advising you of bus stop assignments, bus numbers, and pick-up and drop-off times will be e-mailed to you, prior to the start of the school year. If a student’s bus number, pick-up or drop-off time, or route change occurs during the year, you will be notified via e-mail and phone.
- Our goal, under regular road travel conditions, is that the PM drop-off bus drive time does not exceed 45 minutes.
- In the event your child needs to ride a different bus, or get off at a different stop, a **blue bus pass** must be presented to the bus driver. There will be no admittance to any other bus other than your assigned bus without a pass. Passes are available at your school office, and issued after a request letter is submitted from the parent or guardian. A signed note must be brought in to school, with the completed address of the destination change. For safety precautions, phone requests for bus passes can-not be allowed.

WEATHER RELATED NOTIFICATION

- The following are the guidelines used and will act as procedure for your child’s transportation to and from school during inclement weather situations.
- The decision for the morning delay or closure is made and announced by 5:15 AM, or the previous evening by 9 PM.
- Phone call communication will now go out directly to your household, as well as posted on the Palisades web site. Also, on Twitter, Facebook, the WFMZ web site, B104, Channel 6, Channel 10, and Channel 69 TV broadcasts. You may also call 610-847-5131, and press 5 for announcements.
- If you need to update your phone number(s) or e-mail address please contact your building secretary.

NON-PUBLIC SCHOOL TRANSPORTATION

- When the Palisades School District is announcing a 2 hour weather related delay, Krapf will transport to your school on a 2 hour delay, even if your school is operating with regular hours.
- When the Palisades School District is announcing a weather related closure, Krapf will not provide transportation.
- If Palisades announces a weather related early dismissal and your school does not dismiss early, Krapf may provide service at your regular dismissal time. Krapf can also assign a specific pick up time.
- In the event your school will dismiss early, due to weather, or non-weather reasons, and Palisades does not dismiss early, Krapf may provide transportation at the regularly scheduled time, or if pre-arranged, offer a revised departure time. Note: Krapf does not transport non-public half day schedules automatically, each school calendar varies. We will communicate directly with your school. Households will not be notified by Palisades or Krapf. In this event, please contact your school for the exact time.

BUS TRANSPORTATION COMMUNICATIONS

- From time to time, we will notify your household if there is a bus delay. Any delay in excess of 15 minutes, will be sent via e-mail alert, and voice alert. If the delay is less than 15 minutes, we ask that you call the transportation hotline for updates . 610-847-5131 ext. 4300.
- When you have a bus suggestion, safety concern, or would like to reach out and talk about your school bus, you may:
 - Leave a voice message, on the transportation hotline 610-847-5131 ext. 4300. Messages are retrieved daily.
 - Call the transportation director, Gerry Giarratana at 610-847-5131 ext.5002 or cell 267-221-2571.
 - Call Krapf bus co, Manager Stacy Rader at 484 812-0150.
 - E-mail communications to Gerry Giarratana giarratana@palisadessd.org
 - E-mail communications to Stacy Rader srader@krapfbus.com

PALISADES SCHOOL DISTRICT

HOME OF

THE PIRATES

HANDBOOK

FOR

INTERSCHOLASTIC

ATHLETICS

SECTION IV

THE STUDENT-ATHLETE

As of July, 2014

SCHOOL POLICY RELATING TO STUDENT-ATHLETES

Palisades High School, a member of the Colonial League and the Pennsylvania Interscholastic Athletic Association, offers a comprehensive athletics program. It is important that all students who anticipate participating in any interscholastic sport(s) become acquainted with the rules and regulations which are rigidly enforced by these governing bodies. Some of the important rules are stated briefly as follows:

A student must be an amateur in order to participate. A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years (with the following exception: if the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise to compete through that school year).

The PIAA strictly prohibits the transfer from one school to another for athletic purposes. The high school administration will uphold the PIAA by-laws and investigate transfers that may be athletically motivated. Specific questions should be addressed to the Director of Athletics.

Students may not represent their school if they have been in attendance more than eight semesters beyond eighth grade.

Any member of a high school team who participates in an athletic contest as a member of any other similar team during the same season which shall include vacations, holidays, and periods of suspension, shall be ineligible to compete in that sport for the remainder of the season.

It is the Administrative Policy of Palisades High School to prohibit cross gender participation in all sports. The following sports make up the athletics program of Palisades High School: cheerleading (M, F), cross country (F), cross country (M), field hockey (F), football (M), soccer (M), basketball (F), basketball (M), wrestling (M), baseball(M), soccer (F), track and field (F), track and field (M), softball (F), and tennis (F), tennis (M).

STUDENT ELIGIBILITY

Eligibility to participate in athletics shall be determined on a weekly basis and immediately following each grading period or semester. A weekly eligibility list shall be published.

A student failing more than one course in a weekly rating period shall be ineligible to play or to perform during the subsequent week. Students failing one course in a weekly rating period are eligible but must attend an after-school tutorial period on Tuesday and Thursday from 2:35 to 4:00 before they can attend practice. Students who participate in interscholastic athletics are additionally subject to the PIAA requirement which provides that students must have passed 2 credits during the previous grading period / semester in order to retain eligibility. A student who does not reach the said requirement will be ineligible for 15 school days. Back work may be made up, providing it is in accordance with the regular rules of the school.

Students who are deemed ineligible to play may continue to participate in practices subject to the limitations outlined below. Students who receive notification of failing must speak to the appropriate teachers within 24 hours in order to determine what actions must be taken. Failure to participate in these activities at the direction of the teacher or principal shall render the student ineligible for an additional week regardless of academic status. Further, the principal may also restrict such a student from practices. It shall be the responsibility of a student declared to be ineligible to secure appropriate study assignment from the teachers assigning the failing grades. A student may not drop a course in order to become eligible to participate.

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 that respective sport (in and/or out of season) during the suspension. This will also include any extra-curricular activity.

ATHLETIC PRACTICE

Athletic practices which are held immediately after school on regular student attendance days begin at 3:00 p.m.

ABSENCE ON DAY OF EXTRACURRICULAR ACTIVITY PRACTICE, PERFORMANCE, OR ATHLETIC CONTEST

A student who is absent from school or who arrives late to school after 11:00 a.m. is ineligible for all practices, or competition on that date.

A student who leaves early during the school day may not participate in a practice, or contest unless prior permission is granted.

STUDENT INSURANCE (INTERSCHOLASTIC)

District policy requires every student participating in Activity Programs to be covered by accident/medical insurance or to provide a "Statement of Release" waiving the district's liability for any costs/expenses resulting in injury occurring while participating in interscholastic athletics or other extracurricular activities. Students must provide insurance information/Statement of Release before they are permitted to participate in such activities.

A student-athlete may have insurance coverage via a parent's personal insurance plan, or accidental injury insurance may be purchased through the district (includes all interscholastic activities except junior varsity and varsity football).

Students purchasing the insurance through the district will receive an outline of the insurance coverage. The district does not assume liability for coverage beyond the stated limitations of the insurance policy. Any questions regarding the insurance plan/benefits may be directed to the school district business manager (610-847-5131).

BUS POLICY – AWAY ATHLETIC CONTESTS

Student athletes 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 coach.
- B. A student is permitted to leave with another parent or adult if written permission has been submitted to the coach by each student athlete's parent / guardian / adult. In the interest of safety and liability, a student-athlete is not permitted to leave with another student or non-authorized person under any circumstances.

ATHLETIC AWARDS

Athletic awards are given to athletes each year who meet the requirements sent down by the Athletic Committee.

For varsity competition a chenille letter is given as the first award. The second year in which an athlete receives a letter, the award will be a portfolio denoting the sport in which a letter was earned. The third year in which a person earns a letter in a sport the award will be a bronzite plaque. The bronzite is a senior award only. If a participant receives a third letter in a sport by their junior year, a special medallion will be awarded.

Junior varsity players and managers will receive recognition for participation.

In order to receive the above awards, a participant must satisfy the general and specific requirements as set forth by the athletic department.

AWARDS REQUIREMENTS

GENERAL REQUIREMENTS:

- 1. Attendance at all scheduled practices. Any exceptions to the rule must be granted by the coach.
- 2. The return of all equipment issued after the final game of the season.
- 3. The athlete must display an attitude that is beneficial to the entire team effort by demonstrating respect for the sport, teammates, competitors and self.
- 4. All awards are subject to the noted guidelines. Any exception will be by written recommendation of the head coach with the approval of the athletic director and principal.

SPECIFIC REQUIREMENTS:

Baseball – Participation in at least 50 percent of the innings played. Catchers and pitchers must participate at least 25 percent of the total number of innings.

Basketball – Participation in one-half of all the quarters engaged in by the team.

Cheerleaders – Must attend at least 90 percent of all the practices, games, and pep rallies during their season.

Cross Country – Letters will be given to the seven runners who have scored the least number of points during the regular season. These athletes will represent the team in the District championship. The point system will be determined by adding each runner's finish in dual meet competition.

Football – A player must participate in half of all the quarters played in one season.

Hockey – Participation in 50 percent of the total number of halves.

Soccer – A player must participate in 50 percent of the quarters.

Softball – Participation in 50 percent of the total number of innings.

Tennis – Playing in at least one-half the total number of single and double matches.

Track – Scoring in a league, district or state tournament a number of points equal to the number of meets scheduled in interscholastic competition.

Wrestling – Participation in 50 percent of the varsity dual meets. Placing in a PIAA recognized tournament.

ATHLETIC SUPPLIES AND EQUIPMENT

Each student is responsible for all issued uniforms, supplies and equipment. At the conclusion of each season, it is the student-athlete'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 "single item" replacement price. The student is ineligible to participate in athletics until the obligation is satisfied.

PAY TO PARTICIPATE

"A non-refundable fee shall be charged per student per sport for the privilege of participating in interscholastic athletics. The Superintendent is authorized to develop procedures to implement this policy." There is a financial cap of \$100 per family per school year.

It is also the practice of the Department of Athletics to waive this fee in those rare cases of extreme financial hardship.

UNDERSTANDING THE RISK OF CONCUSSION, HEAD INJURY AND OTHER ATHLETIC RELATED INJURIES

Concussions, head injuries and other athletic related injuries can occur when participating in interscholastic athletics. Information relevant to concussions in high school sports is available on the PIAA Web Site at www.piaa.org/piaa-for/sports-med.

PALISADES HIGH SCHOOL/MIDDLE SCHOOL Drug and Alcohol Regulations

These regulations have been developed to promote a healthy lifestyle that reduces the risk for dangerous behaviors amongst our student-athletes. 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 interscholastic athletics at Palisades High and Middle Schools 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 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.
 - b) An offense shall also include a verified incident of “Constructive Possession” of alcohol and/or drugs. 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-athlete will be required to complete an alcohol/drug assessment through the BCADD.
- 4) A first verified offense 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. Suspension from participation on all interscholastic teams, in-season or out-of-season, through the 20th school day, practice day and/or game day following the 1st day of suspension.
 - e. Revoking of a team leadership role (i.e. captain).
 - f. Completion of an alcohol/drug assessment through the BCADD.

- 5) A second verified offense within 12 months of the 1st 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 interscholastic teams, in-season or out-of-season, 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 BCADD.
- 6) Chronic offenses, three or more verified offenses 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. Permanent removal from all athletic programs
 - d. Normal disciplinary action through the school disciplinary code when applicable.
 - e. Completion of an alcohol/drug assessment through the BCADD.
- 7) If a student-athlete admits his/her involvement in a suspected drug and/or alcohol incident, as stated in 1a, prior to or during the 1st round of questioning by the school's administration, the student-athlete will receive only a 10-day suspension rather than a 20-day suspension as outlined in #4 above. Furthermore, if a student admits "Constructive Possession" as stated in 1b, he/she will receive a 5-day suspension.
- 8) Refer to School Board Policy 227. CONTROLLED SUBSTANCES – pg.2 #5 Guidelines Anabolic Steroids 35 P.S. Sec. 807.1 thru Sec. 807.3 for regulations regarding Anabolic Steroids. (You can find the Palisades School District Board Policies on the web site at www.palisadessd.org)

THE ATHLETE'S PLEDGE

Individual and team success in sports results from commitment, teamwork and character. The extent to which young student-athletes are able to make such commitments reflects this maturity as well as their dedication to family, friends, school and team. Your coach and parents have made a similar kind of commitment. You will receive a copy of them. For these reasons we ask you to read, agree and give permission to the following:

Pledge: As an athlete at Palisades, We (parent and student-athlete) promise:

- _____ To be a worthy representative of my teammates, the coaching staff, the Palisades School District as well as myself, abiding by school and community expectations that reflect my team's high standards along with high values of commitment and hard work.
- _____ To maintain my health and fitness levels by following the training routine as prescribed by the Department of Athletics, the Athletic Trainer and the coaching staff.
- _____ I will attend every practice unless excused by my coach and reflect the knowledge that a commitment to victory is nothing without the commitment to hard work in practice.
- _____ I understand that academic success is vital to my future and is more important than my athletic activities.
- _____ I understand the dangers around the illegal use of controlled substances (alcoholic beverages, un-prescribed prescription drugs, anabolic steroids, drug paraphernalia, or look-alike drugs) and choose not to use, possess, be under the influence of any illegal controlled substance.
- _____ I agree not to be present at a location where illegal substance use is occurring.
- _____ I understand the concept of constructive possession and recognize that consequences may be similar between those student-athletes engaged in illegal substance use and those simply in the same location
- _____ If I choose to participate with an outside organization and there is a conflict of schedules, I understand my responsibility to meet with my head coach reaching a mutual agreement.
- _____ To find the time to satisfy my family relationships and responsibilities.
- _____ To accept the responsibilities of team membership: cooperation, support of my teammates, shared responsibilities, positive interaction and mutual respect.
- _____ To express my feelings and ideas intelligently and appropriately.
- _____ To reflect my belief that the toughest athlete is sensitive to others.
- _____ I understand the dangers and risks of concussions, head injuries and other athletic related injuries while participating in interscholastic athletics.
- _____ Any failure to live up to the Palisades School Policies, Palisades Athletic Policies, or the rules and regulations set forth by the PIAA will result in an appropriate consequence deemed necessary.

We have read and initialized the above statements, promising to meet the high expectations of a student-athlete.