

Parent and Student Handbook
2015-2016

Contents

The School Seal	4
Address and Phone Numbers	4
School District Calendar	5
Legally Adult Students Signing Excuses & Early Dismissals.....	5
Admissions to Career and Technical Education Programs (CTE).....	5
Access to Grades, Attendance & Discipline	5
Alternative Education	5
Attendance	6
School Issued Materials & Supplies	7
Bullying.....	7
Cafeteria.....	8
Class Dues.....	8
Class Rank	9
Athletics and Clubs	10
Athletics & Clubs Guidelines	10
Athletics (grades 9-12).....	10
Extra-Curricular Code of Conduct.....	10
Eligibility for Extra-Curricular Activities.....	12
Athletic Insurance	14
Musical Programs	14
Service Clubs and Organizations	14
Achievement Organizations.....	15
Literary Organizations	15
Dances.....	15
Beverage Policy	15
Discipline Code for High School Students	15
Level 1 Infractions	16

Use of Electronic Devices.....	17
Level 2 Infractions	18
Level 3 Infractions	19
Disciplinary Consequences	20
Dress Code	21
Educational Trip.....	22
Emergency Cards	22
Emergency Closing or Delayed Openings of School	22
Field Trip and Class Trip Student Behavior Policy	22
Final Examinations	22
Fire Drills	23
Grading System.....	23
Graduation Ceremony	23
Graduation Project	24
Graduation Requirements	24
Career and Counseling Center	25
Transcript Requests.....	25
Dual Enrollment Program	25
Student Grievance Procedure.....	25
Hall Pass Procedures	26
Honors Status (Honor Roll)	26
ID Cards	26
Leaving School	27
Library.....	27
Lockers.....	28
Lost and Found	28
Make Up Work Policy	28
Media Release	29
Medication (Prescription and Nonprescription Drugs).....	29

Nurse	29
Parking Regulations	30
Physical Education Limitations	30
Promotion Requirements	30
Remediation	30
Restorative Practices	30
SAFE-Line: 610-970-6705	30
Schedules	31
Daily Bell Schedule	31
Bell Schedule for Early Dismissals and Delayed Openings	31
Lunch Bell Schedule on Early Dismissals and Delayed Openings.....	32
Student Assistance Team (SAP)	32
Student Responsibilities.....	32
Student Searches	33
Summer School.....	34
Tardiness to School.....	34
Terminating or Transferring School(s)	35
Visitors	35
Work Permits	35
Appendix.....	36
Possession of Drug Paraphernalia and/or Use of Alcohol or Other Drugs, Look-Alike Drugs, Narcotics, Mood Altering Substance, or other Health Endangering Compound	36
Possession of Prohibited Items/Weapons	37
Utilization of Technology	37
Assurance of Non-Discrimination Notice.....	40



THE SCHOOL SEAL

When the seal of Pottstown School District is stamped on a paper or document, that instrument becomes official and authentic. For this reason that seal is carefully guarded and is used only under the direction of one of the officers of administration. It is used principally on transcripts of records, recommendations, and similar important papers.

The seal is symbolic of the school. The central figure is a lamp burning vigorously. This is to represent the light of education as it spreads understanding, tolerance, and information to the world. Enclosing the lamp of learning is a triangle bearing the names of three general fields of endeavor. Resting on a base of art, which is indicative of all culture, the other two phases of school activity, science and industry, reach upward to form the apex of the triangle. Directly beneath the triangle is the year in which the school district was founded, 1881.

Twin circles bearing between them the name of the school, town, and state confine all of the symbols. These circles represent the unity of the school district and serve to remind us that we have a single, basic institution.



ADDRESS AND PHONE NUMBERS

750 North Washington Street, Pottstown, Pennsylvania 19464

Main Office	610-970-6700
Attendance Office	610-970-6710
Athletic Events Hotline	610-970-6712
Career and Counseling Center	610-970-6715
Nurse's Office	610-970-6713
School Resource Officer (SAFE-Line)	610-970-6705
School Fax	610-970-1363

SCHOOL DISTRICT CALENDAR

This calendar includes five(5) emergency/inclement weather days. If schools are closed as a result of inclement weather or emergencies, days will not be rescheduled unless there are more than five (5) days of school closings. For specific dates see the school calendar on the district website. The calendar will be revised in April to reflect 182 student days and 190 teacher days. The final graduation date will be established in April.

LEGALLY ADULT STUDENTS SIGNING EXCUSES&EARLY DISMISSALS

- The Division of Child Accounting in the State Department of Education has indicated that students eighteen (18) years old and above are **no different than other students.**
- If they are still living with their parents, the parents must sign their excuses.
- In order for a student to sign their own excuses, emancipation must be proven to the school and is the burden of the student.
- Students eighteen years old and older are required to follow the attendance rules of the school including the rules for early dismissals.

ADMISSIONS TO CAREER AND TECHNICAL EDUCATION PROGRAMS (CTE)

- Programs may require completion of a CTE application packet in order for students to gain entrance into that program. Students will attain entrance through student discipline history, attendance, grades, grade point average, grade level, and a recommendation from the Level 1 instructor of the program.
- If a CTE program is oversubscribed (full), students will be placed on a waiting list and the above criteria will be reviewed should an opening become available before the start of school in the fall.

ACCESS TO GRADES, ATTENDANCE & DISCIPLINE

Students and parents can gain access to the most current grades, attendance, and discipline reports by logging into the Home Access Center. A link can be found on the school district's website, www.pottstownschoools.com.

Teachers expect that students and parents will regularly check grades via the Home Access Center.

ALTERNATIVE EDUCATION

The Pottstown In-House Alternative Education Program is designed to work with any student who is not succeeding in the regular classroom setting. The goal is for students to transition back into the regular classroom setting after a 45 to 90 day period in the alternative program.

Every student placed in the program has been referred through an administrative hearing or referred to the program by the administration at Pottstown High School.

Please note that students enrolled in the Alternative Education program are not allowed on, or within sight of the school property outside the regular school day schedule without written permission from an administrator. Failure to abide by this rule will be considered defiant trespass and referred to the Pottstown Police Department.

ATTENDANCE

It is expected that every student will be present each day. Every absence and tardy is entered on each student's permanent record. Parents are encouraged to call the Attendance Office at 610-970-6710 to notify the school when their child will be absent. Students may not be permitted to make up work from unexcused or unlawful absences. Upon returning to school from any absence:

- Students must submit a written parental statement that includes the student's first and last name, date(s) of the absence(s), reason for the absence(s), **phone number** and parental/guardian signature.
- Notes are to be given to the Attendance Office clerk or a photo or scanned picture of the note can be emailed to pshsattend@pottstownsd.org.
- **Phone calls are not valid legal excuses.**
- If the student does not submit this written note within three (3) days of his/her return to school, the absence is considered unlawful. Students over the age of 17 will be considered unexcused(see board policy for more information).
- Unlawful and unexcused absences given as a result of failing to turn in an approved note within the 3 day time period will not be changed.
- Students absent five (5) or more consecutive school days must present a physician's excuse.
- After the sixth (6) cumulative absences per semester, a physician's excuse is required for each absence. Physician's notes must document being seen in the office or it is considered unlawful or unexcused. No parent excuses will be accepted.
- When a student has a medical or dental appointment that requires early dismissal from school, a note from that office must be turned in immediately upon returning from the appointment. If the note is not handed in, the absence will be recorded as illegal.
- Students excused from school for mumps, pink-eye, German measles, chicken pox, or any contagious condition must present a physician's excuse to return to school whether it be for one day or more of absence.

The School Code of the Commonwealth of Pennsylvania defines absence as the nonattendance of a pupil all those days and half days when school is in session. There are three kinds of absences:

1. Excused absences include: illness, quarantine, death in the immediate family, approved educational trips, religious obligations, driver's examination, approved college visitation, approved interviews, jury duty, court appearances, or family emergency.
2. Unexcused absences are recorded for all other reasons other than those listed above.

3. Unlawful absence is the unexcused absence for all students under the age of 17. Unlawful absences are always unexcused absences.

The school code does not consider the following as a legal absence from school;

- a child who is kept at home to take care of a child or other family member(s)
- to do housework
- to visit a friend or relative

If the student is under the age of 17, that student is unlawfully absent.

30 Day Attendance Rule

Once a student accumulates more than 30 absences, the student will forfeit his/her privilege to participate in athletics, field trips, dances (including prom), any district sponsored off campus activity and all other extra-curricular activities for the remainder of the school year. Exceptions to the 30 Day Rule accumulation of absences are:

1. Medical excuses issued by a health care provider for each absence (written note for being seen in a physician's office)
2. Death in the immediate family
3. Court appearances/jury duty (documentation required)
4. School related absences (i.e. field trips, academic competitions, athletics, etc.)
5. Other exceptionally urgent reasons that are authorized by an administrator.

SCHOOL ISSUED MATERIALS & SUPPLIES

Students are held responsible for loss or damage to any books, materials, uniforms & supplies (including calculators) issued to them. If they are lost, stolen or damaged, the student must pay for it or replace it with the exact model. Failure to replace lost or damaged items may result in forfeiture of the right to attend prom and/or graduation.

BULLYING

According to School Code (SC 1303.1-A), bullying means an intentional electronic, written, verbal, nonverbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. substantial interference with a student's education
2. creation of a threatening environment
3. substantial disruption of the orderly operation of the school

Bullying, as defined in this excerpt of School Board Policy, includes cyber bullying.

- School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.
- The Board prohibits all forms of bullying by district students.
- The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.
- The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's

legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

- When reporting bullying it is helpful to have documentation which may include images, snapshots, screenshots, written notes, and/or 1st hand accounts

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Restorative Practices and/or peer mediation.
- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another school building, classroom or schoolbus.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion
- Counseling/therapy outside of the school.
- Referral to law enforcement officials.

CAFETERIA

- Lunch is provided in the cafeteria. Students are not permitted to leave school for lunch or have delivered food from outside vendors.
- Food is not to leave the cafeteria without permission from an administrator.
- Loud and boisterous behavior is inappropriate and is not tolerated in the cafeteria.
- Book bags and jackets are not permitted in the cafeteria.
- Students are to:
 - Enter the cafeteria and form lines in order to be served.
 - Place all paper and debris in proper containers.
 - Deposit trays and dishes at the service window.
- Students will be dismissed from the cafeteria by the proctor in charge.
- Students must have a pass to leave the cafeteria.
- One (1) student per seat.

CLASS DUES

This small student fee is used to support functions which directly benefit the entire class. Examples of activities previously conducted with money received from class dues include, but are not limited to: prom, pep rallies, dances, school spirit supplies, competition supplies, fundraising supplies, class trips, etc. Class dues are currently \$4 per school year and are due by the end of the year. Student failure to pay class dues results in their exclusion from class activities, including prom and graduation.

CLASS RANK

To reflect the intensity of the academic requirements, the more advanced courses are weighted when calculating class rank. All classes count for class rank. Please see the Course Catalog for more information.

Events Hotline: 610-970-6712

Fax: 484-941-9894

Schedules: <http://pottstownschoools.org>

Athletics & Clubs Guidelines

- Any student in an extra-curricular program (as listed below) who serves or is elected to an officer or captain position, may be removed if that student fails to fulfill his or her responsibilities.
- The Faculty Advisor or Coach may place an officer or captain on probation for a period of time before recommending the removal of a student from such a position to the high school administration.
- If the high school administration accepts the faculty advisor/coach's recommendation, the student will be removed from office for the remainder of the school year.
- A new officer or captain may be appointed without an election, if deemed appropriate by high school administration.

Athletics (grades 9-12)

- Fall Sports begin August 17, 2015
 - Football, Field Hockey, Girls' Tennis, Boys' Soccer, Girls' Soccer, Golf, Cross Country, and Cheerleading
- Winter Sports begin November 16, 2015
 - Boys' Basketball, Girls' Basketball, Cheerleading, and Wrestling
- Spring Sports begin March 7, 2016
 - Baseball, Softball, Lacrosse, Boys' Tennis and Boys' and Girls' Track

Extra-Curricular Code of Conduct

Extra-Curricular activities are a privilege and not a right. In addition to individual team/club rules, all participants are required to adhere to the Extra-Curricular Code of Conduct as it is outlined below. Infractions to the Code of Conduct may be subject to consequences ranging from suspension from the activity for a determined time period to termination from all school activities for the entire school year. These consequences will be determined by the coaches, advisors and/or administration.

- **Conduct** - A firm and fair policy for enforcement is necessary to uphold the regulations and standards of the high school. The community, school administrators, advisors and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration. All participants shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the student, the team, the club or the school will not be tolerated. Acts of unacceptable conduct in school, on social media, or in the community, such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of the law that tarnish the reputation of

everyone associated with the program will not be tolerated. Penalties for such violations could range from loss of status on the team, suspension, or dismissal.

- Equipment - School equipment checked out by a student is the responsibility of the student. Loss of any equipment is the student's financial obligation.
- Missing Practice or Meetings—A student should always consult their coach or advisor before missing practice/meeting. Missing practice or a game without good reason will be dealt with severely and could range from loss of status on the team to suspension or dismissal.
- Travel - All students must travel to and from out of town athletic contests or club activities in transportation provided by the school unless previous arrangements are made and approved by an administrator. Exceptional situations may be weddings, funerals, or Prom. Notifications must be given in writing prior to the event and student must be picked up or dropped off by a parent/guardian.
 - Students will remain with their team/club and under the supervision of the coach/advisor when attending away contests.
 - Students who miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances. (See above)
 - Students are not to drive their cars to or from events.
 - All regular bus rules will be followed.
 - Dress appropriately and in good taste when traveling with the team/club.
- College Recruitment - College recruitment information is available in the Career and Counseling Suite.
- Attendance - Students are to be in attendance in school in order to participate in practice or events. Exceptions to this rule would involve absenteeism for an excused reason such as college visitation, doctor's appointment, driver's test, and other situations as determined by the administration. Students must be in the high school and middle school by **8:45 a.m.** to participate in games or practices that day. **Parent notes do not qualify as acceptable excuses for lateness.**
- Dismissal From Class - It is the responsibility of the students to see their teachers prior to early dismissal from class for an event.
- Grooming and Dress - Appearance, expression, and actions always influence people's opinions of athletes, the team, and the school. Once a student has committed to being a member of a squad, they have made a choice to uphold certain standards expected of athletes.
- Reporting of Injuries - All injuries which occur while participating in athletics should be reported to the trainer/coach. If the injury requires medical attention by a doctor or a treatment center, it will be necessary to have an injury report form completed. Once an athlete is treated by a physician, the athlete must obtain the doctor's permission to return to the activity.
- Locker Room Regulations - Roughhousing and throwing of objects is not allowed in the locker room.
 - All showers must be turned off. The last person to leave the shower room is expected to check all showers.

- No one except coaches and assigned players are allowed in the locker room.
- No glass containers are permitted in the locker room.
- All spiked or cleated shoes must be put on and taken off outside the gym lobby. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
- All students are provided with a lock for their lockers. It is the students' responsibility to lock their lockers at all times.
- Hazing
 - The Pottstown School District does not condone any form of initiation or harassment known as hazing as a part of any school sponsored activity. This regulation is established that no student, coach, volunteer, or employee shall plan, direct, encourage, assist, or engage in any hazing activity. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership into a Pottstown School District organization. Endangering the physical health shall include but is not limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual. Endangering the mental health shall include any activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates. If any hazing activities occur, this will result in the coach's immediate termination of responsibilities and/or the release of any and all students involved.

Eligibility for Extra-Curricular Activities

Pottstown High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and its interscholastic athletic program is governed by the rules and regulations of that association. The athletic program is controlled by the principal of the high school and the Athletic Director. Pottstown is a member of the Pioneer Athletic Conference. As a full member of the PAC, we adhere to all conference rules and regulations.

The extra-curricular activities programs shall be open to all students who meet the following Pottstown School District requirements. Extra-curricular activities include all athletics, clubs, non-curricular music/drama programs, assemblies, the prom, dances, field trips, Homecoming, or any other non-academic school functions.

- Students must pursue a curriculum approved by the principal or his designee.
- Every week, students must be passing at least three (3) credits. If a student's

current semester schedule has less than three (3) credits, he or she must be passing all classes to be considered eligible. Eligibility is tabulated after 10:00 a.m. every Friday morning and runs Sunday to Saturday of the coming week.

Once a student is ineligible, he/she may not participate until eligibility is checked again the next week.

- For purposes of eligibility, all classes are judged by the current number scale, with less than 70% being a failing grade.
- A student must be in attendance and must arrive to school prior to 8:45 a.m. to participate in a practice, game, or event.
- A student cannot have more than 15 days absent per semester. The building principal, after consultation with the coach/advisor, shall have the final decision on whether or not a student may participate in an extra-curricular activity because of absences that exceed the 15 days (e.g. legitimate medical problem/illness versus malingering).
- PIAA states that any student missing 20 or more days in a semester is ineligible to participate in any interscholastic sports for 45 days attended after the 20th day.
- **30 Day Attendance Rule: Once a student accumulates more than 30 absences, the student forfeits his/her privilege to participate in athletics, field trips, dances (including Prom), pep rallies, class trips, band trips, and all other extra-curricular activities for the remainder of the school year.**
- Students who are suspended or expelled (ISS and OSS) may not participate in any school activities during the period of suspension/expulsion (this applies to after school activities).
- **Students who have 5 incidents of suspension (ISS or OSS) or more, forfeit his/her privilege to participate in athletics, field trips, dances (including Prom), pep rallies, class trips, band trips, and all other extra-curricular activities for the remainder of the school year.**
- Students who do not meet published deadlines in Grades 9, 10, 11, and 12 regarding their graduation project will be ineligible for all extra-curricular participation. This includes but is not limited to: field trips, class trips, prom, band trips, and all high school club/athletic functions.
- No student may participate in a sport that has an outstanding obligation to the athletic department until the obligation has been satisfied.
- Senior Physical Education Contracts
 - Contracts are due by Oct. 5, 2015
 - Log document at least 20 hours due by Jan 15, 2016
 - Final logs and reflection paper are due April 18, 2016
 - The student will be ineligible for ALL extracurricular activities until these parts are completed and approved by their advisor. This includes the prom and field trips

In all activities, the coach/advisor shall select the students who shall represent the school. The coach/advisor is given the privilege of cutting students to attain a workable

or required number. Cuts, when necessary, will be based on students' ability, attitude, and general proficiency.

Activities which include only students of the school shall be supervised, whenever possible, by a full-time professional employee of the school district.

Athletic Insurance

The Pottstown School District makes it possible for all students to purchase insurance covering accidents. The cost is nominal. This policy normally covers any accidents from the time the student leaves home until he returns home, provided there is not an extended period of time after school hours. Teachers will make the necessary information available to their homeroom students at the beginning of each term.

No student may participate in any sport unless covered by either school insurance or adequate insurance from some other source. Parents who do not take advantage of the school insurance program must complete a form indicating the type of insurance that they carry and releasing the school district from responsibility for injuries which may be received by participating in the sport.

For those students who carry school insurance, a claim form is available at the school to which the parents should attach all bills. When these are returned to the school, they will be forwarded to the insurance company and the insurance company will fulfill its obligations in regard to the injured student. In order to be honored, the forms must be filled out completely.

All students should be instructed to report accidents promptly regardless of how small the accident may seem. If and when prolonged medical attention is necessary, the school nurse should be notified in order that the insurance company can be contacted and the information regarding the accident made available to it.

STUDENT ORGANIZATIONS

- Art Club
- Robotics Club
- Peer Mediation
- Student Government
- Stage Crew
- Engineering Club
- National Honor Society
- Key Club
- Student Ambassadors
- Spanish Club
- National Technical Honor Society

MUSICAL PROGRAMS

- Marching Band
- Concert Band
- Show Choir
- Bell Choir
- Mixed Ensemble
- Tri-County Honors Choir

SERVICE CLUBS AND ORGANIZATIONS

- HOSA (Health
- FCCLA (Family Career
- DECA (An Association

Occupations Society of
America)

and Community
Leaders of America)

of Marketing
Students)

- Key Club

- Student Government

ACHIEVEMENT ORGANIZATIONS

- National Honor Society
- National Technical Honor Society
- Reading Olympics

LITERARY ORGANIZATIONS

- TroiadYearbook

DANCES

All dances at PHS are considered “closed dances.” This means that any individual who is not enrolled at PHS must complete an Administrative Approval Form at least one school day prior to the dance. All guests must be under the age of 21. Dances end at 10:00 unless otherwise stated.

BEVERAGE POLICY

Students are allowed to drink water in the classrooms with the following stipulations:

- Water from plastic containers.
- Students may not drink beverages other than water.
- Teachers are allowed to make appropriate rules conducive to their classroom situation. For example, a computer or science teacher may limit or not allow drinking in their classroom.
- Students will be informed if a teacher bans the drinking of water in class. Failure to comply will be treated as insubordination.

DISCIPLINE CODE FOR HIGH SCHOOL STUDENTS

The guidelines outlined in this section represent the consequences for violations of the Discipline Code for PHS students. However, consequences may be modified if alternative or additional actions will serve the best interest of the student and/or school environment. Please note that this list of unacceptable behaviors is not entirely inclusive. Any event not mentioned below will be addressed by the administration.

The administration expects each student to demonstrate behavior that shows respect for all persons and property.

Aggression of any form directed towards staff will not be tolerated. Aggression toward staff is defined as words or actions delivered in a manner that is hostile, or violent behaviors or attitudes towards another. Students found to have behaved aggressively towards any staff member will be suspended out of school for no more than 10 days until such time that an administrative hearing is held to address the situation and to determine next steps which may include alternative education placement. *Hands put behind your back are not a defense for physical aggression.*

Each student’s responsibility is to demonstrate desirable behavior which is conducive to a good learning atmosphere.

Administration may use higher levels of disciplinary measures as necessary. The code is divided into three levels, which apply to the severity and/or frequency of the behavior. Police will be notified whenever federal, state, county, or municipal laws are violated.

Level 1 Infractions

Definition: Student misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. The following chart is meant as a guideline for Level 1 infractions referred to the office. Consequences may vary on a case by case basis. **Any student who has reached the level of 3-5 days of detention for a Level 1 infraction can have further occurrences of the same infraction considered as an act of insubordination.**

	Detention		
	0-2Days	2-4 Days	3-5 Days
Disruptive behavior	1	2	3
Late to class	1	2	3
Cheating and/or lying	1	2	3
Horseplay			1
Abusive/unacceptable language among or between students	1	2	3
Electronic Device Violation (see next page)			
Vandalism (e.g., writing on desks, books, etc.)	1	2	3
Eating food in classrooms or hallways	1	2	3
Cafeteria Violations-(e.g. failure to clear off table completely)	1	2	3
Cafeteria Violation-throwing food			1
Infringing on the rights of others	1	2	3
Littering	1	2	3
Misuse of pass	1	2	3
Loitering	1	2	3
Dress Code	1	2	3
Cutting teacher detention		1	2
5 new incidents of temporary IDs (student must also purchase a new ID)	1	2	3
Other	Determined by teacher or administrator		

Use of Electronic Devices

Electronic devices cause a serious distraction to learning and as such should not be visible during class time. Pottstown High School recognizes that these devices are a part of our everyday life and will allow limited usage at the following times. Electronic device use will be deemed unacceptable except during the times noted below.

- Cell phones may not be visible except for the following: in the cafeteria during a student's assigned lunch, at the change of classes between bells, at the discretion of the teacher during class, and before or after school. **Students are prohibited from making phone calls during the school day without administrative permission.**
- Students are NOT permitted to use electronic devices during CLASS TIME.
 - During CLASS TIME electronic devices MUST NOT be seen or heard. This includes vibrations that are loud enough to be heard and flashing light notifications.
 - Students are NOT permitted to wear headphones or listen to music during class time, unless approved by the teacher of that class.
- Electronic devices are defined as anything with an "on/off" button.
 - Examples: cell phones, Kindles, iPads, iPods, gaming devices, Nooks, etc.
- Class time is the time during which class is in session. Students using electronic devices during these times, even if they are in the hallways or in restrooms, are in violation.
- Violations to the electronic device rules are as follows:
 - 1st offense:
 - 1 detention + device taken by teacher, turned into the office and returned to the student at the end of the day
 - 2nd offense:
 - 3 detentions + device taken by teacher, turned into the office and returned to the student at the end of the day
 - 3rd offense & up:
 - 5 detentions + device taken by teacher, turned into office and device returned with a parent conference.
- Refusal to hand over the electronic device at the request of the faculty, staff, or administration will be deemed as insubordination and will result in ISS or OSS.

Students are not permitted to take pictures and video during the school day. This is a direct violation of students' and staff's right to confidentiality. If a student violates this rule, disciplinary consequences will be issued which may include suspension.

Level 2 Infractions

Definition: Student behavior in which the frequency or seriousness tends to disrupt the learning climate of the school. Level 2 infractions are incidents that do not represent a direct threat to the health and safety of others but are serious enough to require corrective action on the part of administrative personnel. Level 2 infractions may be referred to law enforcement depending on the number of occurrences and/or seriousness. The following chart is meant as a guideline for Level 2 infractions. Consequences may vary on a case by case basis.

	In School Suspension (ISS)		
	1-2 Days	2-3 Days	3-5 Days
Insubordination /Continuation of Level 1 infractions	1	2	3
Dress code/Continuation of Level 1 infraction	3	4	
Cutting class (Student receives a 0 for missed work)	1	2	3
Leaving class without permission (Student receives a 0 for missed work)	1	2	3
Violation of school's security policies (e)	1	2	3
Forging or falsifying a school document, form, assignment.	1	2	3
Verbal altercation	1	2	3
Cutting administrative detention (a)	1	2	3
Leaving school without permission/not following procedures (d) (Student marked unlawful/unexcused absent and receives a 0 for any missed work)	1	2	3
Failure to follow ISS rules (c)	1	2	3
Smoking and/or possession of tobacco products, E-cigarettes, or incendiary devices	1	2	3
Lying or deceiving school officials		1	2
Theft (less than \$10.00 value)			1
Participation in a school related event while suspended (ISS or OSS)		1	2
Vandalism (less than \$10.00 in value) (b)		1	2
Abusive/unacceptable language directed toward faculty/staff			1

(a) Students who fail to serve this detention will be required to serve the detention when they serve ISS 7:15 a.m.–2:50p.m. or 8:04 a.m. –3:20 p.m.

(b) Studentis required to make restitution for all expenses.

(c) If a student loses credit in ISS for failing to follow the rules of ISS, the student will be suspended out of school for the remainder of the day and will reserve the ISS on next scheduled school day.

- (d) When a student leaves school without permission, the Pottstown Police Department will be notified and the student will be cited with a day time curfew violation.
- (e) Includes allowing entry to students/persons through non-designated access doors, or propping open windows or door entrances to secure areas.

Level 3 Infractions

Definition: Student misbehavior that results in violence being directed to another person or to property. These misbehaviors can pose a direct threat to the safety of others in the school. Level 3 infractions can also include continuations from Level 2 infractions. Level 3 infractions are subject to law enforcement referral. In addition, any Level 3 infractions may result in an Administrative Hearing, expulsion, and charges pressed by the police.

	ISS	OSS		
	3-5 Days	1-3 Days	3-5 Days	5-10 Days
Insubordination-continuation of Level 2 infractions		1	2	3
Endangerment/horseplay (a)	1	2	3	4
Theft (more than \$10.00 in value) (b)			1	2
Vandalism (more than \$10.00 in value) (b)	1	2	3	4
Extortion		1	2	3
Threats toward student(s)		1	2	3
Physical aggression toward student(s)		1	2	3
Physical altercation			1	2
Threats toward faculty or staff			1	2
Sexual, ethnic, or religious harassment, physical harassment, electronic harassment			1	2
Possession or digital access of pornography, including sexting			1	2
Inappropriate physical or sexual contact				1
Physical aggression toward faculty or staff				1
Possession, use of, furnishing, selling, or under influence of narcotics, illegal drugs, intoxicants on school property or at a school function.				1
Possession or use of a dangerous, illegal, or lethal weapon, substance, or facsimile.				1
Physical assault				1
Activating false fire alarm				1

(a) If incident involves the use of a motor vehicle student will lose parking privileges on school property.

(b) Student is required to make restitution for all expenses

Note: If a student displays abnormal or potentially injurious behavior, the student may be required to obtain a psychological examination at the expense of the family in order to return to school.

Any student may be interviewed by teacher, school administrator, or school resource officer at anytime for any reason. Notification of parents/guardians before or after is not required by law.

Disciplinary Consequences

- Administrative Disciplinary Hearing: A formal hearing with administration at central office. This meeting usually occurs at the Administration Building.
- Administrative Detention:
 - Students may choose to serve detention during either before school or after school sessions and will be given 24-hours notice. Students are responsible for attending their detentions on the scheduled days.
 - Before school detention sessions are from 7:30 a.m. to 7:57 a.m.
 - After school detention sessions are from 2:50 p.m. to 3:20 p.m.
 - Detention will be held on early dismissal days unless otherwise announced.
- Alternative Education Placement: Placement in either an internal or external program outside the regular school day.
- Board Hearing: Formal hearing that may result in expulsion.
- In-School Suspension (ISS):
 - One (1) to five (5) days (per offense) in the ISS room. Parents may request a conference. It is the responsibility of the student to request work from the classroom teacher.
 - ISS runs from 8:04-2:55 p.m. Students who are assigned ISS must report to the ISS room by the beginning of Block 1. It is the student's responsibility to report to ISS.
 - All students in ISS must complete the required ISS assignments in order to receive credit.
 - If you are absent the day your detention or ISS has been assigned, you are responsible for attending the detention or ISS on the day you return to school.
 - If you are absent the day you are assigned ISS and have a field trip the day you return, you must serve ISS and are not permitted to attend the field trip.
 - Students who serve ISS may practice, but may not participate in games or travel with their team. Otherwise, they are not permitted to participate in any school activities during the period of suspension.
- Out-of-School Suspension (OSS):
 - Students who are suspended (OSS) or expelled may not participate in any school activities during the period of suspension/expulsion and may not be on school property. (ie: students are not permitted to attend sporting events, concerts, or any other events occurring on school grounds)

- One (1) to ten (10) days out of school under the supervision of the parent/guardian.
- A parental conference with an administrator is required prior to reinstatement.
- Students who are suspended out of school (OSS) or expelled may not participate in any school activities during the period of suspension/expulsion and may not be on school property. In addition, students are not permitted to attend sporting events, concerts, and school trips on school grounds.
- Parent Conferences: Teachers will contact parents regarding disciplinary concerns and may request more formal conferences if needed.
- Informal Principal's Hearing: A formal meeting with student, parent/guardian, and building administrator or his designee.
- Teacher Detention: Students may be assigned to detention with a teacher before or after school. Students will be given 24 hours' notice and teachers will notify parents of detentions.

DRESS CODE

Students must be dressed in appropriate attire **BEFORE** arriving to school. Students are to remain appropriately dressed throughout the school day. A student out of compliance with the dress code will be expected to change into appropriate attire or will not return to class and will receive consequences as indicated in the Discipline Code.

Appropriate attire includes the following:

- Clothing must completely cover the midriff. Pulling down a shirt is not acceptable as a corrective action. A change of shirt will be required.
- No ripped pants of any kind.
- No cut off sleeves
- Skirts and dresses must be at least fingertip length.
- Cleavage baring tops are prohibited.
- All shirt sleeves must be a minimum of the width of 3 fingers.
- All shirts must completely cover the wearer's back.
- All pants must be worn at the waist (no sagging pants).
- Undergarments of any kind may not be visible, including through sheer cloth.
- Any headwear, including hats, scarves and bonnets, are prohibited, with the exception of religious clothing worn on a consistent basis.
- Clothing may not advertise sex, drugs, weapons, or any other offensive material.
- Pajamas may not be worn at any time. This includes bedroom slippers.
- Sunglasses must be removed once you have entered the building.
- Clothing deemed by administration to be excessively baggy or excessively tight is not permitted.
- Tights and yoga pants are permitted **ONLY** if a shirt or dress that reaches fingertip length is worn with the tights or pants.

EDUCATIONAL TRIP

The school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. Exception to the five (5) day rule may be considered. Please see the Attendance Office for the official form which must be turned into the assistant principal for approval.

EMERGENCY CARDS

In the event of an emergency, these cards give the doctor or hospital permission to treat the student. Emergency cards are given to the students at the beginning of each school term. They are to be completed in full, signed by the parent or guardian and returned to school promptly. These cards are filed in the health room and used in case of emergency. Parents will be notified if it is necessary for them to take the child home, to a doctor, or to the hospital. Parents are contacted by means of the student's Emergency Procedure Card. Phone numbers, addresses, and parents' employers' telephone numbers must be kept up to date throughout the year. See the school nurse to make the necessary changes. Failure to return card will result in disciplinary consequences.

EMERGENCY CLOSING OR DELAYED OPENINGS OF SCHOOL

In the event school is to be canceled as a result of inclement weather, information will be available on the school district website, www.pottstownschoools.com

FIELD TRIP AND CLASS TRIP STUDENT BEHAVIOR POLICY

Students may not participate in a trip without a permission/medical form completed and signed by a parent/guardian.

In the event a student becomes involved in unacceptable behavior while participating in a field trip or class trip, the student will be returned to PHS and the expenses for the return trip will be borne by the student's parent/guardian. The individual will not be permitted to participate in extra-curricular activities for the balance of the school year.

FINAL EXAMINATIONS

Students who miss a final examination as a result of illness must present a physician's note to take a make-up final exam. No other reason such as vacation, educational leave, or family issues will be accepted as a reason to reschedule final exams.

Students who arrive late to school for a final will need to make up the final examination at 12:00 p.m. on the same scheduled day as the final examination for which they were late. The location for these examinations will be announced the week before final examinations. **NO STUDENT WILL BE PERMITTED TO ENTER A FINAL EXAMINATION IF THEY ARRIVE LATE TO THE CLASSROOM.**

Students will take final examinations for half credit courses during the school day. Final exams for full credit courses will be given during a special schedule where students will take their Block 1 and 2 finals one day and Block 3 and 4 finals the next day. Student dismissal on these days will be 12:00p.m.

Each of the two marking periods in a semester will have a value of half of the final average. If a final exam is given to the students in a subject, the value of the final exam will be one-ninth (1/9) of the final grade.

FIRE DRILLS

Fire drills will be conducted periodically. Signs are posted in each room to indicate the proper direction to the nearest exit. For the safety of all:

- When students hear the alarm, leave the building in an orderly manner.
- Students should not talk; they should move quickly but should not run.
- If the designated exit is blocked, turn around and use the closest open exit.
- When reaching the outside of the building, stay in line and move a safe distance from the building.
- Do not congregate at the parking lot, in front of school, or any other approaches to different areas of the building.
- Students will return to the building after the all clear signal is given and when directed to do so by the teacher.
- Students who have exited a different exit than their class should report to the person in charge of attendance in that area.

GRADING SYSTEM

Marks are recorded on the permanent records and on report cards as numbers. Grades are given as follows:

A =	93 – 100
B =	85 – 92
C =	77 – 84
D =	70 – 76
F =	0 – 69

Final grades will be calculated (weighted) using two marking periods and a final exam (one ninth). To compute the final grade:

$$\frac{(\text{MP1} \times 4) + (\text{MP2} \times 4) + \text{Final Exam Grade}}{9}$$

GRADUATION CEREMONY

Commencement is a special occasion which takes place to recognize those students who have completed the requirements for graduation including:

- Credit requirements
- Graduation Project
- Proficient or Advanced on Keystone Exam or completion of remediation plan
- Payment of financial obligations such as class dues and student debts
- Attendance and proper behavior at all graduation practices

Failure to meet the graduation requirements may result in not receiving a diploma or not being permitted to participate in the graduation ceremony.

Students who have met the requirements to participate in graduation are expected to adhere to the following procedures:

- Full participation in all practice sessions
- Adherence to the graduation dress code:
 - Ladies – White dress/white capris pants or skirt/white blouse,& white shoes
 - Gentlemen – Black pants, black dress shoes, white shirt, tie

Failure to follow these criteria may result in not being permitted to participate in the graduation ceremony. Students who are unable to meet the dress code expectations should speak to an administrator privately.

GRADUATION PROJECT

- During their high school career students shall work with an advisor to complete a graduation project.
- Failure to complete the graduation project requirements may result in the failure to graduate or participate in the graduation ceremony.

GRADUATION REQUIREMENTS

- Satisfactory completion of at least 26 credits aligned with the Pennsylvania Standards as outlined below:
-

<u>Discipline Area</u>	<u>Required Credits</u>
English	4 full credit courses
Social Studies	3 full credit courses
Science	3.5 credit courses
Math	3 full credit courses (Algebra 1 & above)
Wellness/Physical Education	2 credits (1.5 credits of Wellness and .5 Contract Physical Education or Strength and Conditioning)
Computer Applications/Career Exploration	1 full credit
Personal Finance/Economics	½ credit each, 1 credit total
Humanities	1 credit total
Electives	7.5 credits
Minimum	26 credits

and

Satisfactory completion of a Graduation Project, in accordance with school requirements

and

Demonstration of proficiency on the Keystone Exams. Keystone Exams are administered after Algebra I for the Algebra Exam, after English II for the Literature Exam, and after Biology for the Biology Exam. Students not proficient or advanced will need to complete an approved remediation program.

CAREER AND COUNSELING CENTER

Counseling services are available through the Career and Counseling Center to assist students with academics, personal/social development, career interests and post-secondary planning. Counselors are available to meet with students and parents by appointment.

Transcript Requests

Students requesting an official copy of their high school transcript which bears the school seal may do so by completing a Transcript Release Request Form available in the Career and Counseling Center and on the high school website under Career and Counseling. Transcripts are not sent to any college/university unless specifically requested by the student.

DUAL ENROLLMENT PROGRAM

The Dual Enrollment Program allows students who qualify (see Course Catalog for details) to take a class at a local college and receive credit both at the high school and at the college.

- The student is responsible for full cost of attendance which includes: tuition, fees and textbooks. The payment of tuition and fees are required at the time of registration. Transportation is not provided.
- *Participation in this program is one of the highest academic privileges students can attain.* Therefore, both student and parents MUST agree to the following in order to take part in the program:
 - Follow all procedures and directions as set forth by the college and high school as appropriate to the program.
 - Remain in good standing with both schools, both academically and behaviorally.
 - Attend all classes at both schools. Retain a “C” in all classes at both schools.

FAILURE TO ABIDE BY ALL THE STIPULATIONS ABOVE WILL RESULT IN RETROACTIVE STUDENT ASSUMPTION OF ALL TUITION AND BOOK COSTS, DISCIPLINARY ACTION AND/OR LOSS OF ELIGIBILITY IF APPROPRIATE, AND/OR A PERMANENT WITHDRAWAL FROM THE DUAL ENROLLMENT PROGRAM FOR THE REST OF THE STUDENT’S ACADEMIC CAREER AT POTTSTOWN HIGH SCHOOL.

STUDENT GRIEVANCE PROCEDURE

Step 1: An alleged complaint should, if at all possible, be resolved informally at the lowest administrative level. A complaint at Step 2 must be filed within 3 days after the alleged incident or the appeal may be forfeited.

Step 2: The complainant shall present his or her complaint in writing in duplicate to his or her immediate supervisor (teacher). The teacher will note the date and time of the meeting and initial both copies. The immediate supervisor (teacher) shall respond in writing not more than five school days immediately following but not counting the day of presentation.

Step 3: If the decision of the immediate supervisor is not satisfactory to the complainant, he/she may request in writing a conference with the building administrator within five school days. The complainant shall present a file containing copies of the complainants' statement, the immediate supervisor's decision, and any other pertinent information. The building administrator shall contact the complainant within five school days after receipt of the file to set a conference date. The building administrator shall render a decision in writing within five days after the conference.

HALL PASS PROCEDURES

- Students need to have their assigned teacher's permission to leave the classroom.
- Teachers must sign hall passes in ink.
- Students are NOT permitted to wander the halls
- Students are not permitted to leave the classroom during the first or last 15 minutes of class.
- **Any student requesting to leave a classroom must have a passbook. Passbooks will be signed by teachers when students leave the classroom.**

HONORS STATUS (HONOR ROLL)

PHS has two levels of academic honors for report cards: Distinguished Honors and Honors.

To achieve Distinguished Honors, students must have:

- a weighted average of 96% with no grade lower than a 77% and no grades of Incomplete

To achieve Honors status, students must have:

- a weighted average of 88% with no grade lower than a 77% and no grades of Incomplete

Pass/fail courses will not count towards honors status.

ID CARDS

All students are issued and expected to wear a Pottstown School District picture ID. The ID must be placed on the front upper torso or be worn on a lanyard around the neck. The ID is used to gain entrance into the building, borrow library books, and to purchase lunch in the school cafeteria. Students are expected to keep the picture and bar code free of any markings or stickers. Students who lose or deface the picture or barcode will be required to purchase a new ID. Lost lanyards may also be purchased. If a student forgets their ID, they must obtain a temporary ID from the attendance table located in the front lobby. Repeated use of temporary IDs will result in disciplinary action and a financial charge. A student who has used 5 temporary IDs will be required to purchase a

new ID and will serve 2 detentions. Disciplinary consequences will increase with every 5 incidents, and new IDs will need to be purchased after every 5 temporary IDs.

LEARNING CENTER

The Learning Center is available two(2) hours after school Monday-Friday from 2:55 to 4:55 p.m. in the high school library. Students have access to teachers and para-professionals for remedial help, project and homework help, and make-up work.

To ensure the success of all students in the Learning Center and to develop consistent work ethics in an environment that allows for the success of all that use the Learning Center, student must adhere to the following:

- Students entering the Learning Center must sign in at the librarian's desk.
- No food or drink is permitted in the library.
- Students must have needed classroom books and materials upon entry. Students will not be permitted to go to their lockers once they have signed into the Learning Center.
- Students who wish to leave the Learning Center and return at a later time must sign out and sign back in upon returning.
- All school rules apply. Improper language and conduct towards other students or Learning Center staff will not be tolerated.
- Students are expected to take advantage of all resources available to them but are not allowed to misuse or damage any resources.
- Students are expected to use the Internet as a resource and must follow the guidelines set forth by the Utilization of Technology Policy. Improper use includes games, chat rooms, and inappropriate websites.

Consequences

1. First Offense: warning and permitted to stay. If there is a computer violation, the student may not use the computer for the remainder of their stay.
2. Second Offense: will not be allowed in the Learning Center for the remainder of that day's session.
3. Third Offense: parent contact and loss of Learning Center access for one week.
4. Fourth Offense: parent contact and meeting with principal and Learning Center proctors to determine if Learning Center privileges will be revoked.

Administration reserves the right to add additional consequences.

LEAVING SCHOOL

Dismissal of classes will be at 2:45 unless otherwise noted. Students not engaged in any supervised school activity or supervised shall leave the school premises by 2:55. On days with early dismissals all students must leave the building within 10 minutes of the dismissal time. Failure to comply with this rule may result in disciplinary action for insubordination and/or legal action for trespassing.

LIBRARY

- The library/media center serves as an area for research for the completion of

class and homework assignments.

- Internet usage is closely supervised.
- Students may use the library as part of a scheduled class activity, during the homeroom period, or before or after school.
- Students who want to use the library during the day must get permission from the librarian prior to using the library and from their assigned teacher.

LOCKERS

- Lockers are assigned the first day of school by your homeroom teacher. Lockers will be inspected by the student and homeroom teacher for any damage at the beginning and end of the school year.
- Students are responsible for the contents and the interior of their locker and will be charged at the rate of \$40.00 per hour plus the cost of materials for the removal of graffiti or to fix damage.
- Students are not permitted to change lockers without permission. Students should not exchange locker combinations with anyone.
- **THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STOLEN FROM LOCKERS.**
 - We recommend that students do not bring valuables to school. Lockers may not be used as a depository for any object which is prohibited by law or which poses a threat to the health, safety or welfare of the occupants of the school building.
 - Students are given a temporary privilege to use a locker, but have no expectation of privacy therein.
- All lockers are and shall remain the property of the school district. Please refer to Student Searches for more information regarding lockers.
- Students in Wellness and athletics will be provided with lockers. Students should not keep any valuables in these lockers.

LOST AND FOUND

Students who lose or misplace any of their belongings should first look for them in the room where they used them the last time. If unable to locate the lost item, report to the main office before or after school. Articles that are found should be turned into the main office.

MAKE UP WORK POLICY

- When a student has a legally excused absence, he/she will have the number of days he/she was absent plus one day to make up work.
 - Example: If a student is legally absent from school on a Monday and Tuesday, he/she will have Wednesday, Thursday and until the end of Friday to make up and hand in any missed work.
- If a student is unlawfully absent, he/she are ineligible to make up work and will receive a 0 for any missed work in accordance with state law.
- More time may be provided at the discretion of the teacher. It is the student's responsibility to make arrangements to make up any missed work.

MEDIA RELEASE

From time to time photographs, slides, or video tapes are taken on school property by school personnel or by media photographers. These may be individual pictures, small group, or whole class shots. If you want to restrict any use of such visuals, put your request in writing to the building principal.

MEDICATION (PRESCRIPTION AND NONPRESCRIPTION DRUGS)

- Students are not permitted to have in their lockers, or carry in their possession any medications. This includes medications to be self-administered.
- Students needing prescription or non-prescription (over-the-counter) medications, including inhalers and bee sting kits, during school must bring these medicines to the health room, along with a completed Medication Permission Form from their parent/guardian and their family doctor. Forms can be obtained from the school nurse or downloaded from the district homepage
- Pottstown School District does not supply any medication to students.
- Medication must be in a container labeled properly including date, name of student, name of medication, dosage, the reason it is to be given, and the time for it to be administered.
- Only bring the amount of medicine necessary to take, not the whole supply.
- Ingestion of any drug without proper supervision is prohibited for students on school property or at school functions. If you have any questions regarding this policy or need to keep certain emergency medicines on hand, please see the school nurse.

NURSE

- The nurse will be in Monday-Friday, 7:25 a.m. to 2:55 p.m. This is subject to change when an emergency arises.
- Sick students must have a signed pass to report to the nurse's office. All students reporting to the nurse's office must have a pass and will not be accepted without one.
- Sick students who are sent home will receive a pass from the nurse to sign out with the attendance office. Students may not leave the building because they are ill without following the proper procedures.
- Standing orders are followed and FIRST AID ONLY is given! If further treatment is needed, parents and guardians will be contacted at home or work.
- Students are **not** permitted to use their phone in the nurse's office.

State law requires that all school students be completely immunized in the following areas:

- diphtheria (three doses), tetanus (three doses), oral polio (three doses), live attenuated measles vaccine (one dose) given after twelve months of age or serological evidence of immunity, live attenuated rubella vaccine (one dose) given after twelve months of age or serological evidence of immunity, and live attenuated mumps vaccine (one dose), given after twelve months of age or a physician's verified history of mumps disease.

PARKING REGULATIONS

Students may park on school grounds at the far end of the front parking lot and all of the upper parking lot. Students may not park in the Automotive Technology parking lot. Parking on school property is a privilege that will be revoked for any misconduct. Students may not park in spaces marked for handicapped, faculty, or visitors. Students who violate this rule may have their car towed at their expense.

PHYSICAL EDUCATION LIMITATIONS

If a student has limitations in participating in physical education, the student shall bring a physician's excuse to the school nurse. A copy will be made and given by the student to the student's respective physical education teacher.

PROMOTION REQUIREMENTS

Each school year, students have the opportunity to earn up to 8 credits. The following are the grade levels and the number of credits required to be promoted:

- 9th to 10th must earn 6.5 credits
- 10th to 11th must earn a total of 13 credits
- 11th to 12th must earn a total of 19.5 credits

REMIEDIATION

If a student does not demonstrate proficiency on the Keystone Exams or meet the district criteria, then an individually designed remediation plan will be developed. Remediation requirements must be fulfilled in order to graduate successfully.

RESTORATIVE PRACTICES

- Restorative Practices is a positive approach to student behavior which focuses on building community in school and repairing harm done to relationships when misbehavior occurs. It is based on trust, mutual respect and tolerance, and acknowledges the importance of feelings, needs, and rights.
- Students may participate in Restorative activities in the classroom, which help create a positive school community. These activities can be used for academic, team building, or behavioral issues.
- The purpose of Restorative Practices is to create a positive school environment, teach the social skills students need to be successful, reduce disciplinary issues, and address problems beyond the consequences.

SAFE-LINE: 610-970-6705

If you have a concern about safety for people or the school call 610-970-6705. During school notify a teacher, nurse, counselor, or principal immediately. After school hours, call the SAFE-Line. The message will not be listened to until the beginning of the next school day. The SAFE-Line is monitored by our School Resource Officer.

SCHEDULES

Daily Bell Schedule

Teachers Enter	7:25-7:57	
Students Enter	7:58-8:04	
Homeroom	8:04-8:13	
Block 1	8:17-9:42	85 minutes
Block 2	9:46-11:11	85 minutes
Block 3	11:15-1:15	120 (30 minutes of lunch)
A Lunch	11:15-11:45	
B Lunch	11:45-12:15	
C Lunch	12:15-12:45	
D Lunch	12:45-1:15	
Block 4	1:19-2:45	86 minutes
Staff Planning	2:45- 2:55	
Teacher Dismissal	2:55	

Bell Schedule for Early Dismissals and Delayed Openings

One Hour Delay		
Homeroom	9:04-- 9:12	(8)
Block 1	9:16 – 10:21	(65)
Block 2	10:25 – 11:30	(65)
Block 3	11:35 – 1:35	(120)
Block 4	1:39 – 2:45	(66)

12:00 p.m. Dismissal		
Homeroom	8:04-- 8:12	(8)
Block 1	8:16 – 9:09	(65)
Block 2	9:13 -10:06	(53)
Block 3	10:10-11:03	(53)
Block 4	11:07-12:00	(53)

Two Hour Delay		
Homeroom	10:04--10:12	(8)
Block 1	10:16 – 11:02	(58)
Block 2	11:06 – 11:51	(45)
Block 3	11:55 – 1:55	(120)
Block 4	1:58 – 2:45	(47)

12:45 p.m. Dismissal		
Homeroom	8:04 – 8:12	(8)
Block 1	8:16 - 9:01	(45)
Block 2	9:05 - 9:50	(45)
Block 4	9:54 -10:41	(47)
Block 3	10:45-12:45	(120)

10:35 a.m. Dismissal		
Homeroom	8:04 – 8:12	(8)
Block 1	8:16 – 8:48	(32)
Block 2	8:52 – 9:24	(32)
Block 3	9:28 – 10:00	(32)
Block 4	10:04 – 10:35	(31)

Lunch Bell Schedule for Days with Early Dismissals or Delayed Openings

One Hour Delay	
Block 3	11:35- 1:35
A	11:35-12:05
B	12:05-12:35
C	12:35- 1:05
D	1:05- 1:35

12:45 p.m. Dismissal	
Block 3	10:45-12:45
A	10:45-11:15
B	11:15-11:45
C	11:45-12:15
D	12:15-12:45

Two Hour Delay	
Block 3	11:55- 1:55
A	11:55-12:25
B	12:25-12:55
C	12:55- 1:25
D	1:25- 1:55

No lunch will be served during the following early dismissal times: 10:35, 12:00

STUDENT ASSISTANCE TEAM (SAP)

- The SAP Team is a group of staff members whose purpose is to identify students who are having problems in school because of alcohol or drug abuse, depression, suicidal behavior, and any other "at risk" behaviors which may be self-destructive.
- The SAP Team is an intervention, not a treatment program. The team will act upon referrals from staff, students, parents, and concerned others by first gathering factual information to determine the extent of the problem. The team will then develop recommendations for appropriate action, consistent with school district policy, which will assist students in handling observed problems.
- If you are concerned about a student who may be depressed, suicidal, or involved with substance abuse, you can make your concern known to the SAP Team.
- All information is CONFIDENTIAL. Drop your concern in the locked box in the Career and Counseling Center. Forms can be obtained from any SAP Team member, the nurse, or in the Career and Counseling Center.

STUDENT RESPONSIBILITIES

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- **No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the**

educational process.

- Students should express their opinions in a respectful manner.
- It is the responsibility of the students to:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom themselves to be safe and healthy and not cause substantial disruption to the educational process.
 - Assume that all rules are in full effect.
 - Assist staff in operating a safe school for all students enrolled therein.
 - Be aware of and comply with federal, state, and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily, except when excused, and be on time to all classes.
 - Make arrangements for making up work when absent from school.
 - Satisfactorily complete the courses of study prescribed by state and local school authorities.
 - Avoid inaccuracies in student newspapers or publications.
 - Avoid using indecent or obscene language, either written or oral.
 - Share report cards with parents/guardians in a timely manner.
 - Not possess/be under the influence of illegal/controlled substances.

STUDENT SEARCHES

- Entry searches: School officials may conduct entry searches. These searches would be conducted by school administrators or their designee.
 - Students may be asked to open/empty their book bags, pockets, remove shoes and/or coats, sweatshirts, sweaters or jackets. Metal detectors (wands) may be used to scan the person.
- Locker searches: Lockers are school property loaned to the student for the student's convenience. Students should not share their assigned locker or combination with anyone. **Neither the school nor the district is responsible for lost or stolen items.**
 - Building administrators may search a student's locker without prior warning in the interest of the health, welfare, and safety of all school students.
 - Students should have no expectation of privacy.
 - The high school administration may conduct unannounced safety inspections for drugs and weapons throughout the school year.
- Personal search: In the interest of safety and providing a weapon and drug-free school environment, a student and/or belongings may be searched.
- Vehicles: Student vehicles that are parked on school property are also subject

to a search by school administration.

SUMMER SCHOOL

- Summer school is a remedial opportunity for students to gain graduation credits for courses that were failed during the school year.
 - A student must have earned at least a 60% in a course and could not have been absent for more than twenty days.

TARDINESS TO SCHOOL

- Tardiness, as defined by school law, is lateness regardless of the student's reason. This would include late arrivals that are a result of illness, doctors' appointments, car trouble, inclement weather, etc.
- Students are tardy if they are not in homeroom when the 8:04 bell rings.
- All cases of tardiness must be recorded.
- Students who arrive late because of an emergency situation must bring a note signed by the parent that explains the emergency. Tardiness will be considered excused for the following reasons:
 - Late buses
 - Personal illness
 - Medical reasons (with a note from a doctor)
 - Hazardous conditions due to inclement weather
 - Religious obligations
 - Family emergencies
 - Utility failure
 - Driver's examination (with prior approval)
 - Job interview (with prior approval)
- Other extenuating circumstances may be considered by a school administrator or the Attendance Office.
- No more than six (6) parental notes will excuse a child per semester. All notes after six (6) must be a doctor's or medical office note.

Should tardiness become chronic, the administrator may record each tardy as unexcused. In addition, chronically tardy students may be required to have parental escort for admission. Students should follow these procedures when they are tardy:

- If arriving after 8:04:
 - Report to Attendance Office and receive late pass
 - Give late pass to teacher in charge
- After 9:30 a.m., without a parent note/escort or a physician's excuse, you will be considered AM truant and will be assigned to 1 day of ISS the next school day. You will also be cited for day time curfew violation.
- Students who are tardy after 8:45 a.m. (unexcused) will not be eligible to participate in extra-curricular activities, including practice, for that day.

Number of Incidents of Being Late to School	Consequences
---	--------------

1-6	<ul style="list-style-type: none"> • Parents/guardians notified by phone and/or writing
7-9	<ul style="list-style-type: none"> • Detention assigned • Parents/guardians notified by phone and/or writing
10 or more	<ul style="list-style-type: none"> • ISS assigned • Citation to District Magistrate

TERMINATING OR TRANSFERRING SCHOOL(S)

- Obtain a release form from the Career and Counseling Center.
- With your counselor's permission, clean out locker and return all property books, student ID, etc. Return property to respective teachers, librarian, counselors, attendance office, and have them sign the release form.
- Pay for all lost books, equipment, or fines.
- Return signed release form to Career and Counseling Center.

VISITORS

All visitors must report to the front desk of the main office upon entering the building and obtain a visitor's pass. Children are not permitted on the second floor without administrative approval.

WORK PERMITS

- The law requires students to have either:
 - Non-Transferable Work Permits (job-specific, age 14-15)
 - Transferable Work Permits (age 16 and older)
- Procedures:
 - Complete application in main office. Must bring a copy of one of the following documents:
 - birth certificate
 - hospital certificate
 - passport
 - Parent/guardian must accompany student for the application
 - Return form to high school office to receive working paper

APPENDIX

Possession of Drug Paraphernalia and/or Use of Alcohol or Other Drugs, Look-Alike Drugs, Narcotics, Mood Altering Substance, or other Health Endangering Compound

First Offense

- Within the five (5) day suspension period mentioned above, an informal hearing shall be held with the student, his/her parents or guardian, the school administrator, and any other person who, in the judgment of the administrator, could make contributions to aid in determining a course of action. As a result of the meeting, the school district shall do one or more of the following:
- Refer the student to district personnel for assistance
 - Assistant Principal
 - School Nurse
 - Guidance Counselor
 - School Psychologist
 - Other appropriate trained staff members selected by the principal.
- Refer student to the SAP Team. Failure to comply with the recommendations of the SAP team within a prescribed time limit may be cause for an additional five (5) day suspension and/or referral to the Administrative Discipline Committee for corrective action (see Policy 6270.1).
- Require the student, under parental supervision, to obtain drug and alcohol assessment and/or assistance from an outside professional agency. Confirmation of such contact shall be required to be submitted within a prescribed time to the school administration. Failure to comply within the prescribed time will be cause for an additional five (5) days suspension and referral to the Administrative Discipline Committee for corrective action (see Policy 6270.1). Possible outside contacts (with parent consent) include:
 - Police School Liaison Officer
 - Physician
 - Psychologist or Psychiatrist
 - Appropriate local or state rehabilitation centers. Confirmation of such contact shall be required to be submitted with a prescribed time to the school administration.
 - Other agencies identified by the Montgomery County Drug and Alcohol Commission.
 - Full suspension of up to ten (10) school days.
 - Referral to the Administrative Discipline Committee for corrective action (see Policy 6270.1).
 - Referral to the Discipline Review Board Committee for an expulsion hearing (see Policy 6270.2).
 - Any other action determined appropriate after review of the situation.

Second Offense and First Offense for Transferring or Intent to Transfer

- Following an informal hearing conducted by the building administrator, a student who, while under the school's jurisdiction, is found to possess drug paraphernalia, and/or a student who is found to actively or constructively possess, use, or be under the influence of drugs, alcohol, look alike drugs, mood altering substance, or health endangering compound for the second time, or a student who is found to transfer or intend to transfer alcohol or any other drugs, look alike drugs, narcotics, mood altering substance, or other health endangering compound for the first time shall be subject to the following actions:
- Immediate suspension from school for a minimum of ten (10) days.
- Parents and/or the Police Department will be contacted.

- Parent/guardian conference.
- Referral to the appropriate law enforcement agency with a strong recommendation that the student be prosecuted. All evidence will be turned over to the Police Department for the purpose of prosecuting the user through legal channels.
- Referral to the Administrative Discipline Committee for corrective action and/or referral to the Discipline Review Board Committee for an expulsion hearing (see Policy).

Possession of Prohibited Items/Weapons

First Offense

- Any discipline issue involving possession of prohibited items including weapons, instruments of crime, or facsimiles will be referred to law enforcement and may lead to criminal arrest and/or prosecution and possible expulsion from school.
- Prohibited items may be identified in two categories:
 - Weapons include but not be limited to: articles, tools, instruments or implements designed to inflict serious bodily injury and/or intimidate other people. Examples are but not limited to firearms, shot guns, rifles, knuckles, cutting instruments, cutting tools, nunchakus, knives, chains, clubs, and stars.
 - Instruments of Crime are articles designed for other purposes but which can be used to inflict bodily harm and/or intimidate. (Examples are but not limited to belts, pencils, files, combs, compasses, scissors, chairs, lasers, stun guns)
 - Consequences:
 - Ten day out-of-school suspension and administrative disciplinary hearing
 - Extra-curricular ineligibility
 - Confiscation of the item or weapon
 - Police notification

Utilization of Technology

Philosophy

- The school district's technology is an integral part of the instructional program and serves as a support system for district operations.
- The protection of district interests, the technology itself, and most of all the users (both students and staff) is crucial.
- Purpose of Use
- Primary uses of district technology are as follows:
 - for curriculum based instruction of students;
 - school related activities;
 - staff development;
 - adult education;
 - and/or for the administrative operations of the district.
- Students of the Pottstown School District may make other appropriate and responsible use of technology only with the authorization of a district staff member.
- Staff members are not to violate any contractual limitations concerning the use of software. Software shall not be copied or transferred without the expressed permission of the District's Technology Coordinator.
- Operations
- Employees and students are responsible to read and understand the contents of this policy.
- Faculty assigned to teach in classrooms which incorporate technology shall inform students of the responsibilities and penalties that are imposed for misuse of technology.
- Where district time and/or technologies are utilized by staff members to create resources, the product will be considered under the guidelines of work for hire and will become the property of the Pottstown School District.
- Employees and students are responsible to know and adhere to this policy and to all operational guidelines related to technology.
- No user of district technology resources should expect that any files, documents, or communications are private.
- The District reserves the right to monitor and copy any product created or accessed by utilizing District technology resources.

- All district passwords must be registered with the Coordinator of Data Processing or the Technology Coordinator and users must be responsible for assigned passwords.
- Students who inadvertently access a restricted site are responsible to bring such action to the immediate attention of their instructor/advisor.
- Employees who inadvertently access a restricted site are responsible to immediately exit the site and report these facts to their immediate supervisor.
- Individuals are encouraged to report inappropriate or irresponsible uses of technology to the building principal or to the Superintendent of Schools.
- Restricted Use/Illegal Activities
- In accordance with the purposes stated in 5301.1 and 5301.2, the following inappropriate or irresponsible use of technologies will not be tolerated:
 - Use of technology for defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive and/or illegal materials will not be permitted.
 - Staff or students illegally accessing, altering, damaging, or destroying any technology equipment, computer network, computer software, or system information within a school system or an external system will be referred to the Pottstown Police Department for investigation and possible prosecution.
 - Such violations in the case of students may result in suspension and/or expulsion and such violations on the part of employees will constitute just cause for dismissal.
- Use of technology for commercial gain or profit is not allowed.
- Transferring copyrighted materials to or from any Pottstown School District technology equipment without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
- Sharing individually assigned accounts and passwords are prohibited.
- Passwords are designed to protect and any attempt to circumvent system security to gain unauthorized access to technology resources is expressly prohibited and subject to the appropriate punishment.
- Student and staff photographs and names that are made available in district sponsored media are permitted to be displayed on the district website.
- Student and staff photographs and names may be displayed on other commercial sites with specific written approval of the Superintendent and parents.
- Students shall not download any information from the Wide Area Network/Internet unrelated to their specific course of study without prior approval of their instructor.
- Employees shall contact the District Technology Coordinator if excessively large files (over 30 minutes) are required to be downloaded.
- Any commercial endorsement placed on or linked to any web site of the Pottstown School District requires the written approval of the Superintendent of Schools. Reference Policy 8235.
- Users will not use the district system for political lobbying.
- Actions Resulting from Misuse
- Inappropriate or irresponsible use of technologies will result in the following actions:
- In cases where a law or copyright has been violated, a referral shall be made to appropriate law enforcement officials.
- Such violations in the case of students may result in suspension and/or expulsion and such violations on the part of employees will constitute just cause for dismissal.
- Student infractions which are not deemed illegal will result in school discipline, as designated in the student handbook, being imposed and/or reviewed by the building principal.
- Employee infractions which are not deemed illegal but violate board policy will result in administrative action consistent with the district's progressive discipline policy.
- Such violations may constitute just cause for dismissal.
- Internet access shall be governed by the same rules and regulations set forth in the foregoing section of Policy 5301 relating to the utilization of technology.
- Elementary School Students -
- No elementary student will access the Internet directly on his or her own. Internet access at the elementary level will be limited to teacher-directed and teacher-demonstrated use.
- Middle School and High School Students -
- At the middle school, in 6th and 7th grade, no student will access the Internet on his or her own. Starting in 8th grade, students will have the opportunity to access Internet services at the direction of a staff member. Internet access is like a driving license; it is a privilege, not a right, and may be removed if

any portion of Policy 5301 is violated if the privilege is abused in any other way. Students in the middle school will not access the Internet without direct supervision by an adult; such as, a teacher or other staff member (e.g., classroom aide).

- E-mail Accounts
- E-mail Accounts for Students: Students may have e-mail access through a classroom account. Students may be approved to use an e-mail account for limited educational purposes.
- E-mail Accounts for District Employees and Board Members: District employees and Board members may be provided with an individual account. An application for an account must be submitted to the data processing manager or the computer coordinator.
- Guest Accounts: Guests may receive an individual account with the approval of a district administrator if there is a specific, district-related purpose requiring such access. Use of the system by a guest must be specifically limited to the district-related purpose. A signed agreement is required and the signature of a parent or legal guardian will be required if the guest is a minor.
- Establishment of Websites
- The district may establish a website and develop web pages that present information about the district.
- A district appointed employee or third party under the supervision and direction of the Director of Community Relations will be responsible for maintaining the district website.
- Web sites under the heading or affiliated with the Pottstown School District will be considered as district publications and will be subject to approval by a district representative authorized by the Superintendent.
- Personal web pages. District employees, board members or guest may not establish personal web pages using district resources.
- School or class web pages. Schools, classes, and staff may establish web pages that present information about the school or class activities with the written permission of the building principal or the Superintendent of Schools.
- Adult (post-graduate) students may create websites under the direction of a district employee.
- However, no links or affiliation with the school district may be represented.
- These sites may not be stored for access on district equipment.
- Students may not establish personal websites with any link or affiliation with the Pottstown School District.
- Parental Notification and Responsibility
- The district will notify the parent or legal guardian about the district system and the policies governing its use.
- Recognizing its limitations, the district does use filter systems to aid in the protection of students and staff from inappropriate materials.
- The district recognizes that parents or legal guardians bear primary responsibility for transmitting their particular set of family values to their children. The district encourages parents or legal guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.
- School Board Use of Electronic Mail
- Use of electronic mail (e-mail) by school board members should conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication.
- The school board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
- Board members should be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless other made confidential by law.
- Board members should avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.
- District Limitation of Liability
- The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system is error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

- District personnel are not responsible for monitoring student use of the Internet or e-mail when students are accessing the system from home.

Assurance of Non-Discrimination Notice

It is the policy of the Pottstown School District not to discriminate on the basis of sex, age, handicap, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and the A.D.A.

For information about your rights and grievance procedures, contact the Title IX, 504, Title VI, and A.D.A. Coordinator, Stephen Rodriguez, Pottstown School District, Beech and Penn Streets, Pottstown PA 19464

