



**POTTSTOWN HIGH SCHOOL**

**STUDENT AND PARENT**

**HANDBOOK**

**2016-2017**

Parent and Student Handbook  
2016-2017

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## **The School Seal**

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.



## **Administration**

Mrs. Danielle R. McCoy	Principal
Mr. Jeffrey Delaney	Assistant Principal
Dr. Steven Park	Director of Career and Technical Education
Mr. Steven Anspach	Director of Co-Curricular Activities

## **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

## **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](http://www.pottstownschoools.com).

**It is important that students and parents/guardians regularly check attendance and grades via HAC. The parent and school partnership is critical to the academic success of children. Please contact the Career and Counseling Center if you have forgotten your login or password.**

## **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 either 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 any district property outside the regular school day schedule without written permission from an administrator. A probationary period within the alternative education placement will be required. Eligibility per the alternative education placement must be maintained. Failure to abide by this rule will be considered defiant trespass and referred to the Pottstown Police Department.

## **Athletics and Clubs**

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 15, 2016
  - Football, Field Hockey, Girls' Tennis, Boys' Soccer, Girls' Soccer, Golf, Cross Country, and Cheerleading
- Winter Sports begin November 18, 2016
  - Boys' Basketball, Girls' Basketball, Cheerleading, and Wrestling
- Spring Sports begin March 6, 2017
  - 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 co-curricular activities, including 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 programs afford. 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 or in the club, 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 a meeting, practice or a competition without good reason will be dealt with firmly and could range from loss of status on the team or in the club 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 the 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 any vehicles 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 must 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, or 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 communicate with 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 and club members, the team or club, and the school. Once a student has committed to being a member of a squad or club, they have made a choice to uphold certain standards expected of athletes and club members. You are representing Pottstown High School and it is expected that you will in no way embarrass yourself or your school by behaving or dressing inappropriately.
- **Reporting of Injuries** - All injuries which occur while participating in athletics should be reported to the trainer/coach immediately. 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, 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 at 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 in competition until eligibility is checked again the next week and the student is found to be eligible.**
  - Students who are ineligible are expected to participate in all practices and study halls as per the directive of the coach or advisor.
  - 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.
  - 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 20<sup>th</sup> day.
  - **30 Day Attendance Rule: Once a student accumulates more than 30 absences, the student may forfeits his/her privilege to participate in athletics, field trips, dances (including prom), pep rallies, class trips, and all other extra-curricular activities for the remainder of the school year.**

- Students who are suspended out of school (OSS) or expelled may not participate in any after school competitions or activities during the period of suspension/expulsion.
- Students who are assigned in-school suspension (ISS) may not participate in after school competitions on the day(s) of the suspension but are expected to participate in all practices or study halls as per the directive of the coach or advisor.
- Students who have 5 or more incidents of suspension (ISS or OSS), forfeit the privilege to participate in athletics, field trips, dances (including the prom), pep rallies, class 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, 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.
- Students who do not meet the deadlines for Contract Physical Education will be ineligible for extracurricular activities, including the prom, until completed and approved by their advisor.
- Eligibility for academic field trips is determined by the 30 Day Attendance Rule and 5 or more incidents of suspension. Eligibility for non-academic field trips will be determined by the 30-Day Attendance Rule, 5 or more incidents of suspension, and *include the minimum passing grade requirement of 3 credits.*

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.

**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.

**Student Organizations**

Art/Anime Club	FCCLA	Reading Olympics	Trojans 4 A Cure
Bell Choir	HOSA	Robotics	Trojan Heroes
Chess Club	Interact Club	Service Club (formerly Key Club)	Troiad
Concert Band	Marching Band	Spanish Club	
DECA	Mixed Ensemble	Stage Crew	
Engineering Club	National Honor Society	Student Government	

**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. Students must meet eligibility requirements to attend any PHS dance.

## Beverage Policy

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

- Water must be in plastic containers.
- Students may not drink any beverage other than water.
- Teachers are permitted 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.

## Attendance

It is expected that each student will be present every day that school is in session. 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), and reason for the absence, **phone number** and parent/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 [phsattend@pottstownd.org](mailto:phsattend@pottstownd.org). Notes may also be faxed to 610-970-6713.
- **Phone calls are not valid legal excuses. All excuses must be in writing.**
- 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 resulting from the failure 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 *within the same school year* 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 that the student has been seen in the office or it is considered unlawful or unexcused. No parent excuses will be accepted.
- Students needing to leave school early for any reason must have a handwritten note turned into the Attendance Office the morning of the dismissal. The note must include a parent/guardian signature and phone number where they can be reached to verify the note.
- 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 note to return to school whether it be for one day or more of absence.

Pottstown School Board Policy 204 states:

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The Board recognizes the importance of regular attendance to ensure student success in the district's instructional program.

Attendance shall be required of every student enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Death in the immediate family
4. Family educational trips with prior written approval
5. Educational tours and trips with prior written approval
6. Religious obligation
7. A driver's examination with prior written approval
8. College visitations or a job interview with prior written approval

When a student returns from an absence, s/he must present a written excuse within three (3) school days of his/her return to school, or the absence shall be considered unexcused or unlawful.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law

#### Early Excusal

A request for early excusal to leave school for a medical or dental appointment, court appearance, family emergency or other urgent reason will be considered if a note from the parent/guardian is presented to the principal or designee prior to the appointment.

#### Educational Tours/Trips

The district strongly discourages student absence from school except when illness or other urgent reasons prevent the student from attending. District officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with the district's guiding philosophy, but also recognizing the importance of the family unit, the Board will approve educational tours or trips not sponsored by the district up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the Superintendent if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

1. The building principal or her designee will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (grades 7-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (grades K-6) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence as per their student handbook requirements. If the class work and/or the written report is not completed and submitted to the building principal or designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws, which may result in a fine.
2. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unexcused or unlawful and subject to the provisions of the compulsory attendance laws.

3. A student may be excused from school to accompany his/her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason shall require prior approval from the building principal or designee and satisfactory completion of all work missed during the period of absence.
4. No educational trip will be excused during end of semester or end of year final exams.

A parental request for excused absence must be submitted on the designated form to the building principal or designee for consideration at least three (3) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. Questionable requests will be submitted to the Superintendent for final determination.

#### Alternative Education

Students assigned to any form of alternative education must adhere to the requirements adopted by the Board. Any days absent from this program which are not covered by established guidelines will be marked as unexcused or unlawful.

#### Release of Students from School

Students shall be released from school only to a parent/guardian or person authorized by the parent/guardian.

Students of separated or divorced parents/guardians will be released to either parent/guardian unless a court order excluding one (1) parent/guardian from this right is provided to the principal.

In case of illness, it shall be determined that the parent/guardian or another person authorized by the parent/guardian is available to receive the student.

Students shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, Scouts, etc., except with the approval of the principal.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

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.

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
- vacation

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 after 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.

## **Bullying**

Pottstown School District Policy 249 states:

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting 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 policy, includes cyber bullying.

### 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:

1. Restorative conference or peer-mediation between students.
2. Counseling within the school.
3. Parental conference.
4. Loss of school privileges.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.
11. Transfer to another school building, classroom, or school bus.

## **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.

## **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.

## **Career and Technical Education Programs (CTE) - Admissions**

- 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.

## **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**

Class rank shall be computed by the final grade in all subjects for which credit is awarded. To reflect the intensity of the academic requirements, honors, Pre-Advanced Placement, Advanced Placement, and certain upper level courses shall be weighted when calculating class rank and honor roll. Please see Pottstown School District Board Policy 214 for more information.

## Commencement

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

- Credit requirements
- Graduation Project
- 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 or Navy blue pants/white dress shirt with collar/black or Navy blue dress shoes/solid black or Navy blue regular tie or bow 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 or class advisor privately.

## Discipline Code for High School Students

The guidelines outlined in this section represent the consequences for violations of the Discipline Code for PHS students. 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 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. It is each student's responsibility to demonstrate desirable behavior which is conducive to a good learning atmosphere.

**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.***

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		
	0-2 Days	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
Abuse of pass (includes >15 minutes out of class for lav or drink pass)			1
Other	As determined by administration		

*Pottstown High School detention may be served in the morning or the afternoon on or before the date it is assigned. If it is not served by the assigned date, consequences will result. The times that detention may be served in the morning from 7:30 a.m. to 7:57 a.m. or the afternoon session from 2:50 p.m. to 3:17 p.m.*

## **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.

	<b>In School Suspension (ISS)</b>		
	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	½	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) (b)			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
Abuse of Pass/Continuation of Level 1 infraction	2	3	4
Other	As determined by administrator		

(b) Student is 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 re-serve the ISS on the 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 daytime 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
Other	Determined by administrator			

(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 any time 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 7:52 a.m.
  - After school detention sessions are from 2:50 p.m. to 3:17 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 7:56 a.m.-2:40 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)/Expulsion:
  - 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.
  - 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.
- Parent Conferences: Teachers will contact parents regarding disciplinary concerns and may request more formal conferences if needed.
- Informal Principal's Hearing: A 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. Failure to attend will result in additional consequences.

## 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.

## 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.
  - Maintain 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.**

## **Educational Tours or Trips**

### **School Board Policy 204 states:**

The district strongly discourages student absence from school except when illness or other urgent reasons prevent the student from attending. District officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with the district's guiding philosophy, but also recognizing the importance of the family unit, the Board will approve educational tours or trips not sponsored by the district up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the Superintendent if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

1. A parental request for excused absence must be submitted on the designated form to the building principal or designee for consideration at least three (3) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. Questionable requests will be submitted to the Superintendent for final determination.
2. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (grades 7-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (grades K-6) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence as per their student handbook requirements. If the class work and/or the written report is not completed and submitted to the building principal or designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws, which may result in a fine.
3. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unexcused or unlawful and subject to the provisions of the compulsory attendance laws.
4. A student may be excused from school to accompany his/her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason shall require prior approval from the building principal or designee and satisfactory completion of all work missed during the period of absence.
5. No educational trip will be excused during end of semester or end of year final exams.

## Electronic Devices

Personal electronic devices such as cell phones 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 be used in the cafeteria during a student's assigned lunch, at the change of classes between bells, before or after school, and at the discretion of the teacher during class.
- **Students are prohibited from making phone calls during the school day without administrative permission. Any student needing to make a phone call should see an administrator in the office for permission.**
- 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 defined as that time during which class is in session.
- Violations to the electronic device rules are as follows:
  - 1<sup>st</sup> offense:
    - 1 detention + device taken by teacher and returned to the student at the end of class
  - 2<sup>nd</sup> offense:
    - 2 detentions + device taken by teacher, returned to the student at the end of class
  - 3<sup>rd</sup> 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 the device held by administration until the end of the school day. Consequences will be incurred by the student for insubordination.

***Students who take pictures or videos that are deemed inappropriate by administration will be in violation of the Pottstown School District Technology policy and will incur consequences commensurate with violation of said policy. Please refer to the Technology policy for more details.***

## Emergency Closing or Delayed Openings of School

In the event school is to be canceled or the opening delayed as a result of inclement weather, information will be available on the school district website, [www.pottstownschoools.com](http://www.pottstownschoools.com).

## Evacuation Drills

Evacuation 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 appropriate, follow *the run-hide-fight* protocol as trained
- When students hear the alarm or announcement over the PA system, leave the building in an orderly manner.
- Students should not talk; they should move quickly.
- If the designated exit is blocked, turn around and use the closest open exit.
- When reaching the outside of the building, stay with your class and move to your assigned spot until directed to return to the building by a PHS staff member.
- Students will return to the building after the all-clear signal is given and when directed to do so by a PHS staff member.
- Students who exit the building from an exit different than their class must report to the person in charge of attendance in that area.

## 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.
- Students must prove they have medical insurance in order to participate in any trip.
- 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. This rule applies to all final examinations, including half-credit final exams.

Students who arrive late to school for a final examination 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.** Any student late to a half-credit final exam will need to make up the exam at 12:00 p.m. on the day of a full credit final examination. The student will need to make arrangements with the teacher of the course in question to take this examination.

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.

## 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 for a course:

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

## 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

Please refer to Pottstown School District Board Policy 217 for full details of graduation requirements, a summary of which you will find below.

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 full credit courses
Math	3 full credit courses
STEAM *	.5 credit
Wellness/Physical Education* *	2 credits (1.5 credits of Wellness and .5 Contract Physical Education or Strength and Conditioning)
Computer Applications	.5 credit
Career Exploration	.5 credit
Personal Finance/Economics	.5 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

\*STEAM credits are defined as courses in Science, Math, Engineering, Robotics, the Performing or Visual Arts, or a Career and Technical Education Level II or III course. (Please note: this would be an additional .5 credits above any earned Humanities credit)

\*\*Every student must take .5 credits of Wellness/Physical Education in their freshman, sophomore, junior and senior year of high school.

## Hall Pass Procedures

- Students need to have their assigned teacher's permission to leave the classroom.
- Teachers must sign hall passes in ink.
- Teachers must use the standard, sanctioned PHS pass identified by its goldenrod color.
- 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 in the hallway during scheduled class time must have a pass, signed by a teacher, counselor, or administrator with the date and time included.

## **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 honor roll status.

An Honors Diploma will be bestowed upon any graduating senior who attains a cumulative grade point average of 96% or above over their four years in high school.

## **ID Cards**

All students are issued and expected to carry a Pottstown School District picture ID with them any time they are in a district facility. The ID must be available for presentation upon request by any teacher, administrator, or other district personnel. 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 need to obtain a temporary ID from the attendance officer or their homeroom teacher. Repeated use of temporary IDs may result in disciplinary action and a financial charge.

## **Learning Center**

The Learning Center is available two (2) hours after school Monday-Friday from 2:50 p.m. to 4:50 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 a work ethic in an environment that allows for the success of all students who 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.

Failure to follow these rules will result in disciplinary action commensurate with the PHS discipline policy.

## Leaving School

Dismissal of classes will be at 2:40 unless otherwise noted. Students not engaged in any supervised school activity must leave the school premises by 2:50. 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.

## Legally Adult Students Signing Excuses & Early Dismissals & Field Trips

- 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, court approved 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 and field trips.

## Library/Media Center

- 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.
- Students may use the library during scheduled free blocks. Students must follow all rules during this time.

## 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 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 the school day on 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 is available Monday-Friday, 7:50 a.m. to 2:50 p.m., with the exception of a 30 minute lunch break. 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 and/or have the privilege to park at the high school revoked.

## **Physical Education Limitations**

If a student has limitations in participating in physical education, the student shall bring a physician's note 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:

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

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

Pottstown School Board Policy 227, in part, states:

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

For purposes of this policy, **drug paraphernalia** shall include any equipment, utensil, or item which in the school administrator's judgment can be associated with the use of drugs, look-alike drugs, alcohol, mood altering substance, or health endangering compound.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution. The Superintendent or designee may assign a less severe consequence including but not less than a forty-five (45) day minimum alternative education placement for any student grade 7 through 12.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancements of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

**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

<b>Teachers Enter</b>	7:20	
<b>Staff Mtgs/Tutoring</b>	7:25 – 7:48	
<b>Students Enter</b>	7:48	
<b>Homeroom</b>	7:56-8:07	
<b>Block 1</b>	8:11-9:36	85 minutes
<b>Block 2</b>	9:40-11:05	85 minutes
<b>Block 3</b>	11:09-1:09	120 (30 minutes of lunch)
A Lunch	11:09-11:39	
B Lunch	11:39-12:09	
C Lunch	12:09-12:39	
D Lunch	12:39-1:09	
<b>Block 4</b>	1:13-2:40	87 minutes
<b>Staff Planning</b>	2:40- 2:50	
<b>Teacher Dismissal</b>	2:50	

## Bell Schedule for Early Dismissals and Delayed Openings

One Hour Delay		
Teachers Enter	8:20	
Students Enter	8:48	
Homeroom	8:56-9:04	(8)
Block 1	9:08-10:15	(67)
Block 2	10:19-11:26	(67)
Block 3	11:30-1:30	(120)
Block 4	1:34-2:40	(66)

Two Hour Delay		
Teachers Enter	9:20	
Students Enter	9:48	
Homeroom	9:56-10:04	(8)
Block 1	10:08-10:55	(47)
Block 2	10:59-11:45	(46)
Block 3	11:49-1:49	(120)
Block 4	1:53-2:40	(47)

11:55 a.m. Dismissal		
Teachers Enter	7:20	
Students Enter	7:48	
Homeroom	7:56-8:08	(8)
Block 1	8:11-9:01	(50)
Block 2	9:04-9:53	(49)
Block 3	9:57-10:47	(50)
Block 4	11:01-12:00	(50)

12:10 p.m. Dismissal		
Teachers Enter	7:20	
Students Enter	7:48	
Homeroom	7:56-8:08	(8)
Block 1	8:11-9:11	(60)
Block 2	9:15-10:11	(56)
Block 3	10:15-11:04	(49)
Block 4	11:08-12:10	(62)



12:40 p.m. Dismissal (with lunch)		
Teachers Enter	7:20	
Students Enter	7:48	
Homeroom	7:56-8:08	(8)
Block 1	8:11-8:58	(47)
Block 2	9:02-9:47	(45)
Block 3	9:51-10:36	(45)
Block 4	10:40-1:40	(120)
(with no lunch)		
Teachers Enter	7:20	
Students Enter	7:48	
Homeroom	7:56-8:08	(8)
Block 1	8:11-9:21	(64)
Block 2	9:25-10:35	(64)
Block 3	10:39-11:49	(60)
Block 4	11:53-12:40	(64)

10:30 a.m. Dismissal		
Teachers Enter	7:20	
Students Enter	7:48	
Homeroom	7:56-8:08	(8)
Block 1	8:11-8:43	(32)
Block 2	8:47-9:19	(32)
Block 3	9:23-9:55	(32)
Block 4	9:59-10:30	(31)

**Lunch Bell Schedule for Days with Early Dismissals or Delayed Openings**

One Hour Delay	
Block 3	11:30- 1:30
A	11:30-12:00
B	12:00-12:30
C	12:30- 1:00
D	1:00- 1:30

12:40 p.m. Dismissal	
Block 3	10:40-12:40
A	10:40-12:10
B	12:10-12:40
C	11:40-12:10
D	12:10-12:40

Two Hour Delay	
Block 3	11:49- 1:49
A	11:49-12:19
B	12:19-12:49
C	12:49- 1:19
D	1:19- 1:49

No lunch will be served during the following early dismissal times: 10:35, 11:55, 12:00.

**School District Calendar**

The school 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.

**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.

## 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 Complaint Process

Pottstown School District Board Policy 219 states in part:

The Board recognizes that students may have legitimate concerns and complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program. This policy shall not apply to PIAA regulated sports program policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly. For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to:

1. The Building Principal.
2. The Superintendent.
3. The Board of Directors.

Each of these three levels will be given fifteen (15) school days (maximum allowed at each level) for hearing of the complaint and preparation of a response. At each level, the student shall be afforded the opportunity to be heard personally by the school authority.

## 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 all students to:
  - Be aware of all rules and regulations for student behavior and conduct themselves in accord with those rules.
  - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - Dress and groom in a manner that is both safe and healthy and not cause 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 Information Sheets

- In the event of an emergency, these sheets give the doctor or hospital permission to treat the student. Student Information Sheets 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 sheets 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 information sheet. 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 sheet will result in disciplinary consequences for the student.

## 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 bookbags, backpacks, 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. It is an opportunity to recover credit on a pass/fail basis.
  - A student must have earned at least a 60% in a course in order to be eligible for summer credit recovery.

## 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 7:56 a.m. 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 7:56 a.m.:
  - Report to Attendance Clerk 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"><li>• Parents/guardians notified by phone and/or writing</li></ul>
10 or more	<ul style="list-style-type: none"><li>• ISS assigned</li><li>• Citation to District Magistrate</li></ul>

## Terminating or Transferring School(s)

- Obtain a release form from the Career and Counseling Center.
- 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.

## **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. Please allow a minimum of one week turnaround time for the transcript to be available/sent.

## **Utilization of Technology**

Pottstown School District Policy 815 states in part that:

In accordance with district policy, accepted rules of network etiquette, and federal and state law, the following uses of technologies are prohibited:

1. Use of technology for defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive and/or illegal materials.
2. Use of technology for commercial gain or profit.
3. Transferring copyrighted materials to or from any district technology equipment without the express consent of the owner of the copyright.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Access to obscene or pornographic material or child pornography.
7. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
8. Impersonation of another user, anonymity, and pseudonyms.
9. Loading or using of unauthorized games, programs, files, or other electronic media.
10. Disruption of the work of other users.

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.

Sharing individually assigned accounts and passwords is 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 web site.

Student and staff photographs and names may be displayed on other commercial sites with specific written approval of the Superintendent and parent/guardians.

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.

Any commercial endorsement placed on or linked to the district web site shall require the written approval of the Superintendent.

Users will not use the district system for political lobbying.

#### Actions Resulting From Misuse

Inappropriate or irresponsible use of technology will result in the following actions:

1. 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 of the part of employees will constitute just cause for dismissal.
2. Student infractions which are not deemed illegal will result in appropriate school discipline being imposed and/or reviewed by the building principal.
3. Employee infractions which are not deemed illegal but violate Board policy will result in appropriate administrative action/discipline, which may include termination of employment.

The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

#### Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.[6]

#### Internet Access

Internet access shall be governed by the same rules and regulations set forth in this policy relating to the utilization of technology.

#### *Middle School And High School Students –*

Starting in 5<sup>th</sup> grade, students may have the opportunity to access Internet services at the direction of a staff member. Internet access is a privilege, not a right, and may be removed if any portion of this policy is violated or 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).

#### Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

#### E-mail Accounts

E-mail Accounts for Students: At the high school level, students are given an individual district email account.

## **Visitors**

- All visitors must report to the front desk of the main office upon entering the building and obtain a visitor's pass. Guests may only visit the location for which they have signed in. Guests found in any other area will be escorted out of the building. Children are not permitted on the second floor without administrative approval.
- Any guests requesting to visit a teacher must first gain approval from that teacher. The teacher must inform the front office receptionist of the impending visit before the guest arrives. No one will be permitted to visit teachers during the regular school day without prior permission from that teacher in order to keep disruptions to the learning process at a minimum.

## **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

## **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