

Pottstown High School



Home of the Trojans

Student and Parent Handbook 2023-2024

Parent and Student Handbook 2023-2024

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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. 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

Christian D'Annibale	Principal
Ryan Johnston	Assistant Principal
Justin Baker	Director of Co-Curricular Activities
Theresa Baller	Director of Career and Technical Education
Kelly Reilly	Supervisor of Special Education
Jaime Parris	Dean of Students

Contact Information

750 North Washington Street, Pottstown, Pennsylvania 19464

Main Office	610-970-6700
Attendance Office	610-970-6710
Career and Counseling Office	610-970-6715
Nurse's Office	610-970-6713
School Fax	610-970-1363
Website	Pottstown High School Website

Notice of Non-Discrimination: Pursuant to Title IX of the Education Amendment Act of 1972, the district does not discriminate on the basis of sex in the education programs or activities that it operates. This requirement not to discriminate in the district's education programs and activities extends to employment with and admission to the district.

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.org.

Parents/Guardians login information is different from the students' login information. Notifications of absences and failing grades can be sent to parents through the automated system. These notifications must be set up by the parents/guardians. To set up notifications or to sign up, please visit the Pottstown School District web page and follow the link for parents.

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 Assistant Principal's secretary if you have forgotten your login or password.

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, or 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

Athletics and Clubs

Athletics & Clubs Guidelines

- Any student in a co-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 14, 2023
 - Football, Field Hockey, Girls' Tennis, Boys' Soccer, Girls' Soccer, Girls' Volleyball, Golf, Cross Country, and Cheerleading
- Winter Sports begin November 17, 2023
 - Boys' Basketball, Girls' Basketball, Cheerleading, Bowling, and Boys'/Girls' Wrestling
- Spring Sports begin March 4, 2024
 - Baseball, Softball, Girls' Lacrosse, Boys' Tennis and Boys'/Girls' Track

Co-Curricular Code of Conduct

Co-Curricular activities are a privilege and not a right. In addition to individual team/club rules, all participants are required to adhere to the Co-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 removal 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, 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. This includes but is not limited to uniforms, warmups, protective equipment, and other equipment provided by the school.
- Missing Practice or Meetings – A student should always consult their coach or advisor before missing practice/meetings/competitions. 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. The attendance policy for each club/team will be properly communicated by the advisor/coach at the start of school year/season.
- 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 include but are not limited to weddings, funerals, or the prom. Notifications must be given in writing prior to the event and students must be picked up or dropped off by a parent/guardian. These notifications must also be signed and dated by the 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) These situations will be evaluated on an individual basis by the coach/advisor/administrator
 - 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.
 - Misconduct during away events/activities, by all students in attendance, will be addressed and treated as if it occurred on school property. During these away events/activities, you are still representing Pottstown High School and will be held accountable.
- College Recruitment - College recruitment information is available in the Career and Counseling Suite. You can also talk with our college and career counselor in regards to collegiate sports. Link for this department website is here [Career and Counseling](#). All students must adhere to all of PIAA, NCAA and other governing bodies policies as it pertains to college recruitment.
- Attendance - Students must be in attendance in school in order to participate in practice or events for that day. 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. **Unexcused tardiness will disqualify students from participation in games or practices. Exceptions may be made with administrative discretion.**
- Dismissal From Class - It is the responsibility of the students to communicate with their teachers prior to early dismissal from class for an event. It is also the student's responsibility to make up whatever work is missed due to the early dismissal in the timeline given by the teacher.

- 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 athletic trainer/head coach immediately. If the injury requires further medical attention by a doctor or a treatment center, it will be necessary to have an injury report form completed. If the injury/incident requires additional attention, the athletic trainer/head coach will also communicate with the building administration/nurse. Once an athlete is treated by advanced medical care, the athlete must obtain the doctor's permission to return to the activity.
- Locker Room Regulations - Roughhousing, throwing of objects, and any lewd behavior 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. No personal belongings shall be left out in the locker room
- 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 Co-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 co-curricular activities programs shall be open to all students who meet the following Pottstown School District requirements. Co-curricular activities include but are not limited to 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 their 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. If a student is ineligible based on a marking period grade, that student will not be eligible until 15 school days of the next making period is complete. The report will then be run on the next Friday that follows those 15 days. The first semester grade will be used instead of the 2nd marking period grade.

- Students may have Academic Recovery / Study Hall time assigned for not meeting academic eligibility requirements. Failure to complete the assigned hours may result in a loss of eligibility for the following week, missed hours must be completed before a student can regain academic eligibility.
 - Students who are ineligible are expected to participate in all practices and study halls as per the directive of the coach or advisor.
 - Ineligible students will not be dismissed early and/or miss school for co-curricular activities. This includes but is not limited to away sports events, non-academic field trips, etc.
 - For purposes of eligibility, all classes are judged by the current number scale, with less than 60% being a failing grade.
 - A student must be in attendance and without an unexcused tardy to participate in games or events.
 - PIAA states that any student missing 20 or more days in a semester is ineligible to participate in any interscholastic sports for 45 attended days after the 20th missed day.
 - 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/events 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, non-curricular field trips, dances (including the prom), pep rallies, class trips, and all other co-curricular activities for the remainder of the school year.
- No student may participate in a sport that has an outstanding obligation to the athletic department until the obligation has been satisfied.
- If a student does not pass the 3 credit minimum at the end of the school year, that student will be ineligible for the first 15 school days of the next school year. Their next opportunity to be eligible will be the first Friday following the 15 school days. If the student completes the necessary credit recovery during the summer to meet these requirements, the student will then be eligible at the start of the next school year.

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, general proficiency, and any other criteria that the coach/advisor deems important for the students representing their team/student organization. These standards will be communicated to the student athletes by the coach/advisor prior to making cuts. Every student athlete interested in coming out for a sport will be provided the same opportunity to make the team.

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. Information about this school accidental insurance is found at this link: [Student Accident Insurance](#)

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. This information will also need to be on the PIAA

Comprehensive Interscholastic Pre-Participation Exam (CIPPE) packet. This packet must be completed by any student athletes participating in sports and turned into the athletic trainer prior to participation.

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. A proof of school insurance enrollment must also be given to the athletic trainer along with the rest of the CIPPE packet.

Student Organizations

Art Club	FCCLA	Reading Olympics
Chess Club	HOSA	Robotics
Interact Club	Musical	Troiad
Concert Band	Marching Band	Skills USA
DECA	Mixed Ensemble	Stage Crew
Engineering Club	National Honor Society	Student Government
Color Guard	P.E.A.C.	Comic Universe
Class Officers	Athletic Teams	Drama Club
Fishing Club	Safehouse Club	Ice Hockey Club Team
Choir		

Fall Sports- Football, Boys/Girls Soccer, Girls Volleyball, Field Hockey, Cross Country, Girls Tennis, Cheerleading
Winter Sports- Boys/Girls Basketball, Boys/Girls Wrestling, Bowling, Cheerleading, Indoor Track
Spring Sports- Baseball, Softball, Girls Lacrosse, Boys/Girls Track, Boys Tennis

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 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.

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 mhopkins@pottstownk12.org. Notes may also be faxed to 610-970-1363.
- 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 18 will be considered unexcused (see board policy for more information).
- No more than ten (10) parental notes will excuse a child per school year. This includes tardy notes. Upon submission of note # 8, a warning email will be sent to the Parent or Guardian. All absences or tardy may only be excused with a Doctor's note.
- 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 three (3) or more consecutive school days *within the same school year* must present a physician's excuse in order to be considered medically excused.

- 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. An email from a parent is acceptable when sent three days in advance so school staff can call and verify authenticity. Phone calls and/or emails will not be accepted the day of the request.
- The State of Pennsylvania defines “truancy” as a student who has missed 3 days of unexcused absence from school and “habitual truancy” as a student who has 6 or more days of unexcused absence from school in a school year.
- 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.
- The attendance office emails and mails truancy warnings when students have reached 3 and 6 days unexcused absences. Notifications are also sent home through the parent portal.

[Pottstown School Board Policy 204](#) states:

Purpose

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.[\[1\]](#)

Authority

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

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than six (6) years of age until the child reaches age eighteen (18) or graduation, whichever occurs sooner. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[8\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[8\]](#)

Person in parental relation shall mean a:[\[8\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.

4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[8\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff and local children and youth agency and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[1\]\[11\]](#)

The Superintendent or designee, in coordination with the building principal or designee, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[2\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[\[2\]\[5\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]](#)

The following students shall be excused from the requirements of attendance at the schools of this district:

1. Illness or Recovery of an Injury - On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[3\]\[4\]\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[2\]\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools shall be counted as being in part-time attendance in this district.[\[22\]](#)

4. Students attending a home education program or private tutoring in accordance with law.[\[2\]](#)[\[18\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[2\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, who are engaged in farm work or private domestic service under duly issued permits.[\[4\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[4\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[3\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from an accident or injury.
6. Required court attendance with appropriate documentation.
7. Death in the immediate family. **Immediate family** is defined as parent/guardian, grandparent, sibling, child, aunt, uncle, cousin or spouse.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]](#)[\[3\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[\[27\]](#)
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[3\]](#)[\[28\]](#)
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. Educational trips will be approved for a maximum of five (5) days.
 - c. The student's participation has been approved by the Superintendent or designee.
 - d. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

11. Formal college or postsecondary institution visit, with prior approval. (Casual visitations to be conducted under the provisions of the educational leave policy or on nonschool days. Formal visitations are days in which a confirmed appointment is arranged.)
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance. [\[3\]\[6\]](#)

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals-

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [\[2\]\[14\]\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met: [\[27\]\[29\]](#)
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [\[20\]](#)

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of medicine.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence. [\[8\]](#)

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

1. Include a description of the consequences if the student becomes habitually truant; and
2. When transmitted to a person who is not the biological or adoptive parent, may also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[30\]](#)

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[8\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[8\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

The purpose of the Student Attendance Intervention Plan is to identify the reason(s) for a student's truancy, document the previous steps taken by the school to address the student's truancy problem, and develop the plans necessary to improve the student's future attendance.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[\[31\]](#)

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[31\]](#)

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education or designee shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]](#)

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Beverage Policy

- 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 beverages in class. Failure to comply will be treated as insubordination.

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 cyberbullying.

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. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.
10. 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, including DoorDash and other services. Any food delivered to the high school from an outside vendor will be held until the end of the school day and returned to the student at that time.**
- Food brought into school from home (packed lunch) must be kept in a backpack/locker until the student's assigned lunch time and eaten in the cafeteria.
- 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.
- 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.
- The counseling center includes a staff of six counselors:
 - One counselor is available for each graduating class of students to support in scheduling and/or academic concerns, registering for PSAT, SAT, and ACT testing, the college application process, and any other issues that may arise for students.
 - One counselor is dedicated to career and college support.
 - One counselor is dedicated to mental health support and conducts group and individual meetings for students with disabilities.
 - Other counselors are available from outside organizations and community partners through the Student Assistance Program

Career and Technical Education Programs (CTE) - Admissions

- Admission to a CTE program is not guaranteed.
- Some CTE programs may require completion of a CTE application packet in order for students to gain entrance into a program.
- Students will attain entrance through student discipline history, attendance, grades, grade point average, grade level, graduation requirements, 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 commencement.

Promotion and Retention

In order for students to be promoted to the next grade level, the following number of credits must be earned by the beginning of the school year. Students who do not earn the appropriate number of credits will be retained or reclassified into the appropriate grade for their credits. Grade classification will be used to determine advisory groups, participation in prom and other events related to class/grade, course selection, etc.

0-5.5 credits = 9th grade (freshman)
 6-11.5 credits = 10th grade (sophomore)
 12-17.5 credits = 11th grade (junior)
 18 and above = 12th grade (senior)

*Additional Note - Students in 9th, 10th, or 11th grade must maintain a schedule of at least 3 credits per semester

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, 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, including number of credits earned and required courses successfully completed
- 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.

Participation in the commencement ceremony is a privilege and not a right. Students may be banned from participation for failure to comply with the requirements of participation.

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:
 - Students wearing white gowns – White dress/white pants/ white skirt/white top/white/nude/tan shoes
 - Students wearing blue gowns – Black or Navy blue pants/white dress shirt with collar/black/ Navy blue dress shoes/solid black or Navy blue regular tie or bow tie/blue or black socks

Failure to follow these requirements 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 physical or virtual 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.

Restorative practices is an integral part of the Pottstown High School culture. Restorative conferences and restorative circles are held regularly as a means of forging strong relationships between students and between students and staff, as well as to resolve conflict and address disciplinary concerns.

Administration may use higher levels of disciplinary measures as necessary. The code is divided into minor and major behaviors. Police will be notified whenever federal, state, county, or municipal laws are violated.

It is the expectation that all staff will make decisions impartially and with equity as a targeted value.

Levels of Undesired Behavior

Student misbehavior has been categorized into two levels: Minor and Major

Minor referrals are for behaviors that the teacher is capable of handling in the classroom with management strategies. The teacher is expected to implement a management strategy and document the behavior as a minor.

Major referrals are for behaviors that cause a major disruption to the learning environment and require administrative intervention including anything from an administrative conversation, to detention, and suspensions. The teacher will receive follow-up feedback regarding how the referral was dealt with. The administrator will make every effort to hold a restorative meeting between the student and teacher during the school day.

Definitions of Problematic Behaviors

Minor Problem Behavior	Definition
Defiance (M-Defiance)	Student engages in brief or low-intensity failure to follow directions or talks back.
Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.
Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption to the educational process
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.
Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact and horseplay.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal message that includes swearing, name calling, or use of words in an inappropriate way directed at another.
Dress Code Violation (Dress)	Student wears clothing that includes reference to drugs, alcohol, weapons, or has abusive language disrupting the learning environment.

Forgery/ Theft/Plagiarism (Theft)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment (Harass)	The delivery of disrespectful messages in any format: gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. *If you suspect harassment, report it directly to a supervisor immediately*
Property Damage/ Vandalism (Prop dam)	Student willfully participates in an activity that results in destruction or disfigurement of property.
Use/Possession of Drugs (Drugs)	Student is in possession of or is using controlled substances or imitations.
Use/Possession of Tobacco (Tobacco)	Student is in possession of or is using tobacco or vaping products.
Arson (Arson)	Student plans and/or participates in malicious burning of property.
Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in refusal to follow directions or talks back, causing a disruption to the learning environment.
Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence, requiring physical restraint or resulting in injury.
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student.
Use/Possession of Weapons (Weapons)	Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.
Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on- campus, near campus, and/or pending explosion.
Disrespect (Disrespect)	Student delivers socially rude or dismissive messages to adults or students, causing a disruption to the learning environment.
Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Physical Aggression (PAgg)	Student engages in one-sided aggressive actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Use/Possession of Alcohol (Alcohol)	Student is in possession of or is using alcohol or imitations.

Bullying (Bullying)	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling. The messaging is intentionally harmful, carried out over time, and results from an imbalance of power. *Report bullying to supervisor immediately* Mean behavior not meeting bullying criteria should be disrespect of abusive language.
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries (as defined by school). Misuse of a hall pass and/or leaving the building without permission.
Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.
Use/Possession of Combustibles (Combust)	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).

Note: If a student is engaged in an assault or a fight, the student will be suspended from school.

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 a teacher, school administrator, or dean of students at any time for any reason. Notification of parents/guardians before or after is not required by law.

Senate Bill No. 530 as Act 110 of 2020 - On November 3, 2020, Governor Tom Wolf signed into law Senate Bill No. 530 as Act 110 of 2020. The law took effect on January 4, 2021.

Sexual Assault Act 110:

Act 110 provides that if a student enrolled in a public school entity is adjudicated delinquent of committing a sexual assault upon another student enrolled in the same public school entity, the public school shall, pursuant to applicable laws and regulations, take one of the following actions:

1. Expel the adjudicated student
2. Transfer the adjudicated student to an alternative education program
3. Reassign the adjudicated student to another school or education program within the public school entity

Act 110 further provides that a public school entity shall ensure that the adjudicated student is not educated in the same school building, transported on the same school vehicle or allowed to participate in the same school-sponsored activities at the same time as the victim.

Disciplinary Consequences

- Administrative Disciplinary Hearing: An informal hearing with administration at the central office. This meeting usually occurs at the Administration Building.
- After-school Detention:
 - After school detentions range from 30 minutes (2:45-3:15) to 1 hour (2:45-3:45)
- Alternative Education Placement: Placement in an external program outside the regular school day.

- **Behavioral Contract:** A meeting with student, parent/guardian, and building administrator to discuss the behavior and develop a plan to prevent it from occurring again.
- **Board Hearing:** Formal hearing that may result in expulsion.
- **In-School Suspension (ISS):**
 - One (1) to five (5) days (per offense) in the TPC room. Parents may request a conference. It is the responsibility of the student to request work from the classroom teacher.
 - ISS runs from 8:00 a.m. - 2:40 p.m. Students who are assigned ISS must report to the TPC room by the beginning of Block 1. It is the student's responsibility to report to TPC.
 - All students in TPC must complete the required assignments in order to receive credit.
 - If you are absent the day of 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.
- **Informal Principal's Hearing:** A meeting with student, parent/guardian, and building administrator or his designee during the first 3 days of an out-of-school suspension.
- **Out-of-School Suspension (OSS)/Expulsion:**
 - Students who are suspended out of school (OSS) are responsible for any missed classwork. It is the student's responsibility to contact their teachers and request work. Students have the number of days suspended plus one to complete and submit work to their teacher. Example: If a student was suspended out of school for three days, they would have four days to complete and submit work from the start of the suspension.
 - 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.
- **Parent Conferences:** Teachers will contact parents regarding disciplinary concerns and may request more formal conferences if needed.
- **Restorative Disciplinary Practices:**
 - Methods that seek to examine the harmful impact of an infraction and then determine what can be done to repair the harm while holding the person who caused it accountable for their actions.
 - Restorative Conferences
 - Structured Day
- **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.

Classroom and Exterior Door Safety

Classroom doors and school safety:

In order to ensure and enhance the safety of our schools, all classroom, office, and internal as well as external doors must remain locked at all times. Unless otherwise authorized by the building principal, all doors are to remain locked at all times.

At no time is it permissible to prop an exterior door open. The safety of all staff and students depends on the diligence of all and the propping open of doors, even for a few minutes will not be tolerated. Disciplinary consequences will result if anyone is found to prop an exterior door for any reason.

Students opening exterior doors, allowing others to enter will receive disciplinary consequences.

Dress Code

Students must be dressed in appropriate attire before arriving at school. A student out of compliance with the dress code will be expected to change into appropriate attire or they will not return to class and will receive consequences as indicated in the Discipline Code. The same is true for student dress causing a disruption. Refer to [District Board Policy 220](#).

- Students must wear appropriate clothing that is free from lewd content. Lewd and inappropriate content includes profanity, sexual innuendo, references to drugs and alcohol, references to weapons and violence, etc.
- Skirts, dresses, shorts, and pants must completely cover the buttocks and undergarments may not be visible.
- Sunglasses must be removed once you have entered the building.
- Students may wear medical face masks if they have concerns for their health.
- Students may wear a hat or hood.
- Students may not wear a face mask combined with a hat/hood. Balaclavas (ski masks) are prohibited for this reason, with the exception of religious clothing worn on a consistent basis.

Dropping a Class

Classes cannot be dropped or changed beyond 2 weeks into the semester the course is scheduled. A drop/change request must be made in the counseling office and will be reviewed by counselors and administrators. Not all drop/change requests are guaranteed to be approved.

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 is required at the time of registration. *Early College Program scholarship recipients may have tuition and other costs covered by the scholarship.*
- 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.

Electronic Devices

Electronic Devices

- All students will receive a Chromebook assigned specifically to them for the duration of their time as Pottstown High School students. Please refer to the guidelines and rules received at the time of receipt of the Chromebook regarding the use, care, responsibility, and expectations of each student. *It is highly recommended that families acquire insurance to protect the Chromebook and any costs incurred from damage, loss, etc.*
- The Chromebook is the property of the school district and must be produced upon request by an administrator. All Chromebooks have serial numbers and are assigned to specific students. Students should not share Chromebooks, borrow another student's Chromebook or lend their Chromebook to another student.
- Students are expected to bring their Chromebook to school fully charged each day and to use it during class time at the direction of the classroom teacher. Chromebook usage in class is at the discretion of the teacher. Students should not have their Chromebooks opened or be on them unless directed to do so by the teacher. *Chromebooks are not to be open unless directed by the teacher.*
- Personal electronic devices and associated equipment (with the exception of the Chromebook) such as cell phones and earbuds cause a serious distraction to learning and as such should not be visible during class time. Electronic devices are defined as anything with an "on/off" button.

Examples: cell phones, iPads, iPods, gaming devices, AirPods, earbuds, headphones, and speakers.

- Electronic device use will be deemed unacceptable during class time in ALL classes.
Class time is defined as the time during which class is in session according to the bell schedule.
- Students are permitted to wear or use headphones or earbuds during class time if required to complete a lesson/ project on the Chromebook. **At no time should headphones or earbuds be connected to a student's phone.** Once a student enters the classroom all personal devices with the exception of their Chromebook must be put away, out of sight.
- Students who take pictures or videos that are deemed inappropriate by the 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.
- 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.
 - This includes using headphones, Bluetooth devices, or any other devices during or between classes in any part of the school building, including the cafeteria and lavatories.
- Violations to the electronic device rules are as follows:
 - 1st offense:
 - Student will be given a verbal or non-verbal cue to put their phone away.
 - 2nd offense:
 - Student will be given a warning that if their device is seen again, it will be taken by the teacher.
 - 3rd offense:

- The device will need to be placed on the teacher’s desk until the end of class. If a student refuses, the student will be referred to the office where administration will take the device for the entire day.
- Refusal to forfeit the device to administration will result in suspension.
- Excessive violations will result in an individualized behavior plan enforced by administration.

Pottstown High School recognizes that these devices are a part of our everyday life and will allow limited usage at the following times.

- Cell phones may be used in the cafeteria during a student’s assigned lunch, at the change of classes between bells, and before or after school with the exception of making/receiving phone calls.
- Parents should not call students during the school day. Should an emergency arise, and a parent needs to reach their student, they should call the front office. The message will then be relayed or the student will be called down from class.

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.

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 it is imperative that they listen to the message and respond accordingly.
- 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 from their class must report to the person in charge of attendance in that area.

Face Coverings

- Face coverings in the form of masks covering the mouth and nose of a student are permitted for health purposes at the parent and/or student’s discretion.
 - “Mask” means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face
 - Students are not permitted to wear balaclavas, or masks that cover the majority of the head and face (ski masks).
 - Should a student need a mask due to health concerns, the nurse or main office can provide one.

- Should the PA Department of Health issue an order requiring face coverings for health and safety purposes, the district will provide directions at that time.

Family and Student Support Services

The Pottstown School District Home School Visitors and Residency Coordinator work with families in need of resources and supports both within the district and outside of PSD. The intention is to facilitate a positive connection for families and students to any supports that will help them be more successful in school and the community. These resources can include but are not limited to: housing assistance, utility assistance, food, clothing, shelter, medical care, mental health care, medical insurance, and attendance concerns.

Contact:

Holly Lee	Tiffany Walker	TBD
Home School Visitor	Home School Visitor	Residency Coordinator
Pottstown School District	Pottstown School District	Pottstown School District
230 Beech St.	230 Beech St.	230 Beech St.
Pottstown, Pa 19464	Pottstown, PA 19464	Pottstown, PA 19464
Phone: 610-323-8200	Phone: 610-323-8200	Phone: 610-323-8200

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 may not be permitted to participate in extracurricular activities for the balance of the school year.
- Students are not permitted to leave a field trip location without permission from a chaperone.
- Students are strictly forbidden from taking any form of public transportation while on a field trip without a chaperone present. This includes but is not limited to Uber, Lyft, buses, subways, trains.

Final Examinations

Students who miss a final examination as a result of illness must provide a written notice from the parent/guardian to receive permission to reschedule the exam. 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 12:45 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 12:45 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 =	90 – 100
B =	80 – 89
C =	70 – 79
D =	60 – 69
F =	0 – 59

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

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

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 22 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
Wellness/Physical Education* *	2 credits (1.5 credits of Wellness and .5 Contract Physical Education or Strength and Conditioning)
Career Exploration	.5 credit
Personal Finance	.5 credit
Humanities	2 credits total
Electives	4 credits
Minimum	22 credits

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

Keystone Exam Requirements

In September, 2018 the governor signed Senate Bill 1095/Act 158 which enacted provisions to the Keystone Exams and graduation requirements. The Pennsylvania Department of Education updated the requirements for the implementation of Keystone Exams in Algebra I, Literature, and Biology.

This guide is designed to assist you in understanding how changes to Pennsylvania's Public School Code, which authorizes commonwealth graduation requirements, will impact your child.

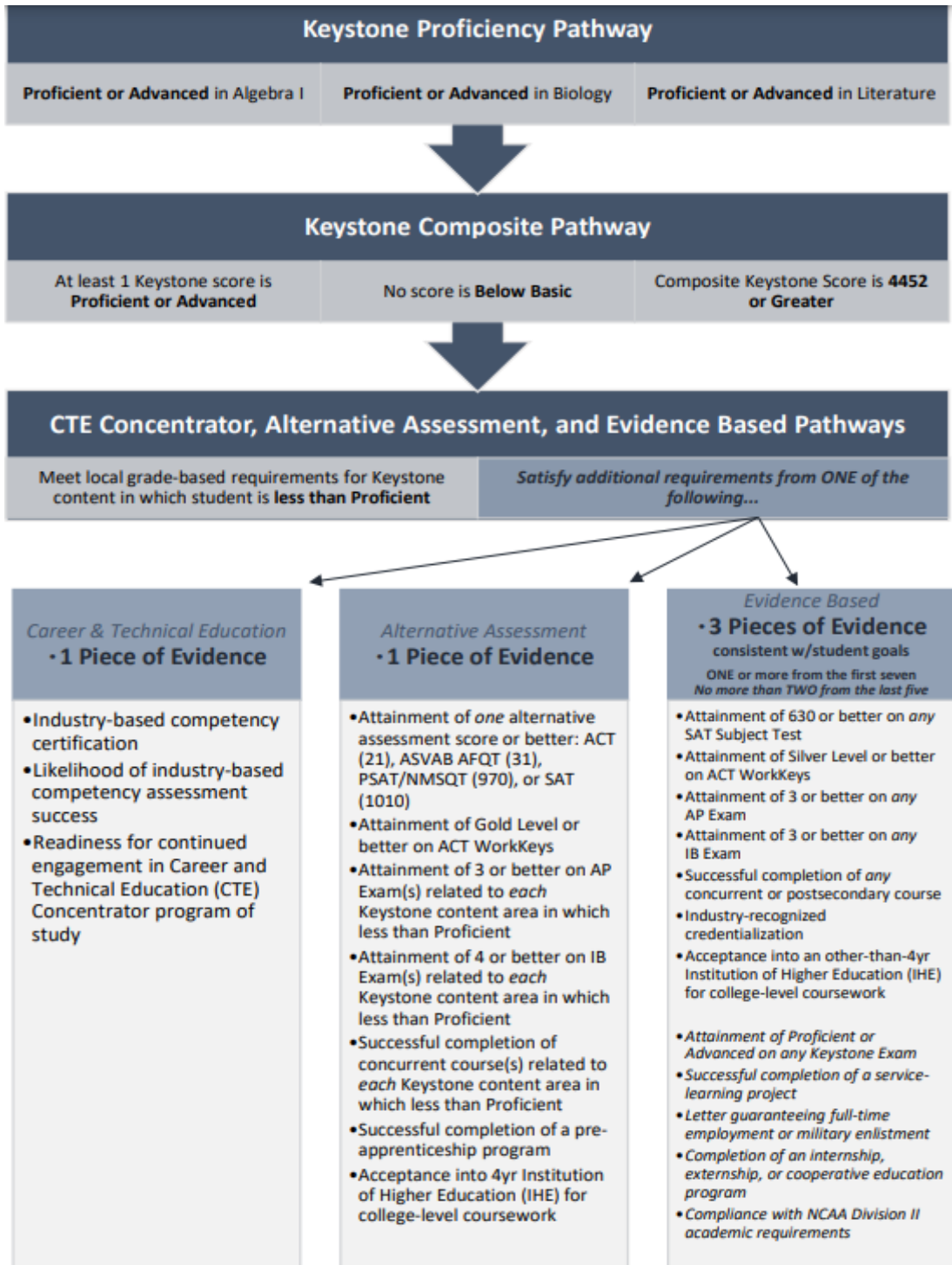
- Effective with the graduating class of 2023, students must demonstrate post-secondary preparedness through one of the pathways to graduation.
- Students are required to demonstrate proficiency in each of the content areas listed below by passing a Keystone Exam in the following subject areas: Algebra I, Biology, and Literature II.
- All students enrolled in Algebra I, Biology, and Literature II will take the respective Keystone upon completion of the course.

Students who score proficient or advanced on each exam have met the graduation requirement.

Pathways to Proficiency According to Senate Bill 1095/ACT 158:

- **Re-Testing:** Any student not proficient in a Keystone Exam will have the opportunity to re-test.
- **Summer School:** If a student enrolls in summer school Algebra I, Literature II or Biology course and subsequently passes the course, proficiency in that subject area will be satisfied with the exception of the multiple pathways additionally required by the department of education for those who don't score proficient or advanced on the Algebra I, Literature, or Biology exams.
- **Multiple Pathways:** Students who earn a passing grade in a Keystone related course (but not the Keystone Exam) will also be required to complete prescribed evidence (pathways) provided by the Pennsylvania Department of Education that reflect readiness for meaningful post-secondary engagement consistent with the student's goals and career plan. Additional planning will be necessary to review each individual student's access to the approved pathways to ensure that 100% of students meet the defined requirements.

ACT 158 Pathway Graphic



Hall Pass Procedures

- Students need to have their assigned teacher's permission to leave the classroom. Prior to leaving, an e-hallpass must be created and approved and the student must carry that teacher's lanyard pass while in the hallway.
- Students must use the restroom closest to their classroom.
- 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, issued by a teacher, counselor, or administrator.

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 90% or higher with no grade lower than an 70% and no grades of Incomplete

To achieve Honors status, students must have:

- a weighted average of 80% or higher with no grade lower than a 70% 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 90% or above over their four years in high school.

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 paraprofessionals 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 a consistent work ethic in an environment that allows for the success of all students who use the Learning Center, students 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 p.m. unless otherwise noted. Students not engaged in any supervised school activity must leave the school premises by 2:50 p.m. 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.

Lockers

- Lockers are issued upon request. Requests should be made to the homeroom teacher who will pass the request on to Mrs. Marcheskie.
- 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 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 is 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 groups, 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.
- Medication should be scheduled around school hours if possible. Medication orders are required from a physician for all prescription and over-the-counter medicine. The order from the physician must include:
 - Student's name
 - Name, signature, and phone number of the licensed prescriber
 - Name of medication
 - Route and dosage of medication
 - Frequency and time of medication administration
 - Date of the order and discontinuation date
 - Specific direction for administration if necessary
- All medications administered in school require the completion of the "Authorization for School Medication Administration" form found on the district website under Nursing Services. A new prescription is needed every school year for medicine that is taken on a long term basis. Physicians' orders (licensed prescriber's order) do not carry over from one school year to the next. They are good for one school year and summer only.
- A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The medication must be in the original over-the-counter or pharmacy labeled bottle. Prescription medication labels must contain:
 - Student's name, address, telephone number, and Federal DEA (Drug Enforcement Administration) number of the pharmacy
 - Patient name
 - Directions for use (dosage, frequency and time of administration, route, any special instructions)
 - Name and registration number of the licensed prescriber
 - Prescription serial number
 - Date originally filled
 - Name of medication and amount dispensed

- Controlled substance statement, if applicable
- Medications in plastic bags or containers other than their original pharmacy container are not acceptable. For life-threatening allergic reactions, oral Benadryl and/or epinephrine may be administered.
- Epinephrine Opt-Out - The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment. Parents/guardians will meet with the nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.
- Pottstown School District does not supply any medication to students.
- 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, 7:48 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 phones 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.

Open Block Privilege Form

Open Block Privilege Request Form

All students with an open block on their schedule will work on assignments or study in the Audion until they complete the Open block privilege request form and have it approved by the assistant principal. Open block students may NOT wander the halls.

For open block privilege to be approved, students must have:

- Good Academic standing (no failing grades) - privilege will be revoked until student is academically eligible
- No Discipline Referrals - privilege will be revoked for no less than one week but no more than one school year
- Good Attendance (no unexcused absences or latenesses) - verified weekly and can be revoked indefinitely
- If granted the privilege, students are permitted to leave the school campus during their open blocks with both parental and school permission.
- Students are not permitted to leave the school at any time during the school day without joint parental and school approval.
- Students electing to leave school may not return until 5 minutes before the end of each block.
- Permission to leave school will be revoked by the school authorities for the reported violation of any of the above conditions. Additional disciplinary action may also be taken in accordance with the school's

- disciplinary regulations.
- Students choosing to participate in lunch with an open block 3 must attend lunch A then sign out through the attendance office.
- Students reported loitering or littering off school property between the hours of 7:30 a.m. and 3:00 p.m. will be subject to borough ordinances regarding such behavior, as well as being subject to school disciplinary measures.
- When a student with a valid pass leaves school, the school district's responsibility for the student's welfare is waived until the student returns to school.
- Students must sign out and exit through the front doors. Failure to do so could result in the loss of privilege.
- Students must provide a Privilege Pass if requested by school authorities.

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.

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 drugs** 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 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. Bodybuilding 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.

Recording District Staff and Classes

Recording any member of the Pottstown School District staff in any capacity is prohibited and may result in a suspension..

Safe2Say Something Tip Line

The SAFE-Line is monitored by our School Resource Officer. Safe2Say Something will be forwarded to the proper school district and/or police partner immediately.



- Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. Students or parents can contact Safe2Something if there is a suspicion of self harm or harm to others, including but not limited to suicide or violence whether the threat is heard in person, on social media or through any other means. Students or parents are encouraged to “say something” BEFORE it is too late.”
- Who can make a report: students, parents, teachers



SAFE-Line: 610-970-6705

If you have a concern about safety for people or the school, call 610-970-6700. During school, notify a teacher, nurse, counselor, or principal immediately. After school hours, call the SAFE-Line (1-844-5-SAYNOW). The message will not be listened to until the beginning of the next school day.

Schedules**2023-2024 Pottstown High School Bell Schedule**

Regular Bell Schedule	Start Time	End Time
Teachers Enter/Prep/Mtgs	7:20	8:00
Student Breakfast in Cafe	7:30	8:00
Students Enter Building	8:00	8:07
Block 1/HR	8:07/HR	9:38 - 85 minutes , 6 minutes HR
Block 2	9:42	11:07 - 85 minutes
Block 3	11:11	1:11 - 120 minutes
<i>A Lunch</i>	11:11	11:41 - 30 minutes
<i>B Lunch</i>	11:41	12:11 - 30 minutes
<i>C Lunch</i>	12:11	12:41 - 30 minutes
<i>D Lunch</i>	12:41	1:11 - 30 minutes
Block 4	1:15	2:40 - 85 minutes
Teacher Dismissal		2:50

Advisory Program Bell Schedule

Advisory Bell Schedule	Start Time	End Time
Teachers Enter/Prep/Mtgs	7:20	8:00 40 minutes
Student Breakfast in Cafe	7:30	8:00 30 minutes
Students Enter Building	8:00	8:07 7 minutes
Block 1	8:07/HR	9:24 + 6 minutes HR, 71 minutes
Block 2	9:28	10:35 - 71 minutes
Advisory	10:39	11:21 - 42 minutes
Block 3	11:25	1:25 - 120 minutes
<i>A Lunch</i>	11:25	11:55 - 30 minutes
<i>B Lunch</i>	11:55	12:25 - 30 minutes
<i>C Lunch</i>	12:25	12:55 - 30 minutes
<i>D Lunch</i>	12:55	1:25 - 30 minutes
Block 4	1:29	2:40 - 71 minutes
Teacher Dismissal		2:50

2-Hour Delay Bell Schedule

2 Hour Delay Schedule	Start Time	End Time
Teachers Enter/Prep/Mtgs	9:20	10:00 40 minutes
Student Breakfast in Cafe	9:30	10:00 30 minutes
Students Enter Building	9:56	10:03 7 minutes
Block 1	10:03	10:52 - 49 minutes
Block 2	10:55	11:44 - 49 minutes
Block 3	11:47	1:47 - 120 minutes
A Lunch	11:47	12:17 - 30 minutes
B Lunch	12:17	12:47 - 30 minutes
C Lunch	12:47	1:17 - 30 minutes
D Lunch	1:17	1:47 - 30 minutes
Block 4	1:51	2:40 - 49 minutes
Teacher Dismissal		2:50

12:10 Early Dismissal Bell Schedule

Early Dismissal Schedule	Start Time	End Time
Teachers Enter/Prep/Mtgs	7:20	8:00 - 40 minutes
Student Breakfast in Cafe	7:30	8:00 - 30 minutes
Students Enter Building	8:00	8:07 - 7 minutes
Block 1/HR	8:07	9:05/9:07 - 60 minutes
Block 2	9:10	10:08 - 58 minutes
Block 3	10:11	11:09 - 58 minutes
Block 4	11:12	12:10 - 58 minutes
Teacher Dismissal		2:50

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 183 student 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 and Chromebooks) 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. Insurance is available for Chromebooks and it is *strongly* recommended that insurance be purchased.

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 does not cause disruption to the educational process.
 - Expect 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

Student Information Sheets must be completed online for all students and can be found in the Home Access Center. In the event of an emergency, these sheets give the doctor or hospital permission to treat the student. Student Information Sheets are to be completed in full by the parent or guardian promptly at the beginning of each school year. A new sheet is required each year. Parents will be notified if it is

necessary for the child to be taken 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. Failure to return the sheet will result in disciplinary consequences for the student.

Student Searches

- **Entry searches:** School officials may conduct entry searches. These searches will be conducted by school administrators or their designee.
 - Students may be asked to open/empty their book bags, 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.
 - Metal detectors (wands) may be used to scan the person.
- **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 49% 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, doctor's appointments, car trouble, inclement weather, etc.
- **Students are tardy if they are not in their Block 1 class by 8:07 am.**
- 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

- o Utility failure
- o Driver's examination (with prior approval)
- o Job interview (with prior approval)
- Other extenuating circumstances may be considered by a school administrator or the Attendance Office.
- **No more than ten (10) parental notes will excuse a child per school year. This includes absentee notes.**

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

- If in the building, but late to Block 1, you will be marked as tardy.
 - o If you have a tardy note from a parent/guardian, turn it in to your Block 1 teacher.
- If you arrive at the building after 8:07, the doors will be locked and you will need to enter through the main office.
- After 9:30 a.m., without a parent note/escort or a physician's excuse, a student will be considered AM truant and may be scheduled for an attendance improvement conference.
- **Students who have an unlawful or unexcused tardy may not be eligible for participation in athletic or co-curricular competitions or events.**

Terminating or Transferring School(s)

- Obtain a release form from the Career and Counseling Center.
- Clean out locker and return all property including Chromebooks and chargers, calculators, sports uniforms, books, student ID, etc. Return property to respective teachers, librarian, counselors, attendance office, or athletic director 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 or 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 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 website.

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 website 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 on 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.

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 5th 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 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.

Email Accounts

Email 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. All visitors are required to present ID which will be run through the Raptor© screening system. The pass must be worn while in the building. 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. Child visitors 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, ages 14-15)
 - Transferable Work Permits (age 16 and older)
- Procedures:
 - Complete application in the 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