PALISADES MIDDLE SCHOOL

(PALMS)

Student-Parent Handbook

2026—2027

Home of the Pirates!



Dr. Karl R. Scheibenhofer, Principal
Dr. Richard S. Spering, Jr., Associate Principal
Mr. Josh Kline, Dean of Students

610-847-5131 (press 1 for the middle school)
610-847-5131, ext. 1305 (To report an absence only)
610-847-2691 (PALMS Main Office Fax)
www.palisadessd.org
School Address: 4710 Durham Road, Kintnersville, PA 18930

MISSION

Palisades School District inspires passion, shapes purpose, and champions potential in every learner.

VISION

The Palisades School District will awaken passion and purpose for learning, and nurture a perspective that serves others in the pursuit of excellence ensuring all students are prepared for success.

Dear Parents and Students,

It is our pleasure to welcome you to the 2026-2027 school year at Palisades Middle School (PALMS). PALMS is committed to making your middle school experience positive and memorable. At PALMS we have grade level teams which help us meet the developmental needs of the middle level learner. You will have an opportunity to gain independence and participate in new academic experiences such as family consumer science, digital literacy, technology education, and personal growth in our daily mentoring program.

The purpose of this handbook is to guide you through building procedures, attendance, academic and behavioral expectations as well as offer a reference for daily operations.

Working together we will make this school year one of growth and achievement for all students. We are dedicated to and take great pride in creating an educational atmosphere where students can learn in a safe, caring, and creative environment.

Please feel free to contact us at any time through email or call us at 610-847-5131.

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The Palisades School District does not discriminate on the basis of age, color, creed, handicap, national origin, race, or sex in activities and programs as required by Title IX of the Education Amendments of 1972.

2026-2027

Palisades Middle School Parent/Student Handbook

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ATTENDANCE

Pennsylvania Law 24 PS 13-1327; 1333; 1338-1; 2016 Act 138 **r**equires students attend school regularly, arrive promptly, and remain in school until dismissal time. **Schools are responsible for the accounting and enforcement of this regulation, therefore please refer to the chart on the following page which outlines requirements and actions taken by the school in regard to student absences including partial days (tardy/post-tardy incidents).**

ARRIVAL

- Students may not be dropped off prior to 7:00 a.m.
- School starts promptly at 7:25 a.m. Students must be seated in their homerooms by 7:25 a.m.
- Students must report to homeroom and check-in with their teachers prior to going to any activity. Failure to do so may result in the student being marked absent for the day and disciplinary consequences assigned.
- Late arrival (tardy): Any student who arrives after 7:25 a.m. is considered tardy. For safety purposes, he/she must report directly to the Student Office prior to going anywhere else in the school to sign in and receive an entrance pass. A note from the student's doctor/dentist is required in order for the incident to be excused. Otherwise, a written and signed note from the student's legal parent/guardian that states the reason why the student is tardy is needed. Late arrivals without a note are unexcused. **Failure to sign in at the student office upon arrival when tardy may result in the student being marked absent for the day.**
- Parents—automated calls/messages will go out to parents, if your child was marked absent during homeroom as his/her attendance record has not been changed yet to reflect the late arrival.

ABSENCES

- Absence Excuses: Written excuses by the student's parent/legal guardian are required for each absence including those absences that were reported by telephone via the absence reporting line. **Excuses must be submitted to the Student Office within three school days of the student's return to school in order to be marked excused.** Separate notes must be written for siblings as they have separate files. Reasons for excused absences include illness, quarantine, death in the immediate family, religious holidays, health care, and home emergencies directly related to the student. Absences for which the school does not receive a written excuse within three school days of the student's return to school will be marked unexcused.
- Four or More Consecutive Days Absent: A note signed by a licensed physician is required upon return to school unless such absences had been previously approved by a PALMS administrator.
- Palisades Cyber Academy Attendance: See Appendix G on p. 32
- Doctor notes must state that the student was too ill to attend school and that the student was seen by the doctor for medical treatment on the date of the absence.

Absence Reporting Line: Parents should call **610-847-5131, ext. 1305**, before 7:20 a.m. to report their child's absence (leave a message). The child's name, grade, reason for absence, date, and the name of the person leaving the message must be stated. Please note, even though you reported your child absent, you will receive the automated notification which tells you that your child was marked absent during homeroom.

Educational Trips/Day Trips (non-school sponsored):
Pre-approval from administration is required. Parents must notify the Student Office in writing ten (10) days prior to an anticipated absence. Days taken without pre-approval are considered unexcused. It is the student's responsibility to see that all make-up work is obtained from his/her teachers and completed. The due date is at the teacher's discretion. Please complete and submit (to the student office) the absence preapproval form which is available on the district website. Parents may also choose to complete a request through this link.

Unexcused/Illegal Absences: Reasons include truancy, employment, oversleeping, missing the bus, babysitting, visiting relatives, working at home, vacation/recreational activities (without prior approval) , shopping, and staying home to do school work.

ATTENDANCE CONTINUED FROM PREVIOUS PAGE

LEAVING PRIOR TO DISMISSAL TIME (The regular school day ends at 2:32 p.m.)

- Leaving Early (Post-Tardy): Advance written notification, signed by the parent/legal guardian, is required whenever a student will leave prior to dismissal time. Students will not be allowed to leave the building with anyone other than a parent or legal guardian unless the school receives a written note which is signed by the parent/legal guardian that authorizes dismissal. In addition to being signed, **early dismissal notes must include the date, student's name (first and last), grade, reason for leaving, and the name of the individual to whom the student is permitted to be released.** All occurrences of leaving before dismissal time, but not missing more than a half-day of school, will be recorded as post-tardy. A note from the student's doctor/dentist is required in order for the incident to be excused.
- Students should bring early dismissal (post-tardy) notes to the Student Office during homeroom/resource period on the day the student will be leaving early. The student will be given an early dismissal pass. This pass permits him/her to leave class at the designated time, go to the Student Office to officially sign out, and report to the lobby outside of the Main Office to meet his/her parents.
- **In the event that a student needs to leave school early *for unforeseen reasons* (where written notification was not given to the school in advance); parents must meet the student in the Main Office, write a note for the student's file and sign the student out *prior* to leaving the building.**
- Early dismissals due to illness will only be excused when the school nurse sends a student home. Students who feel ill should go to the school nurse. **Students are not to contact parents on their own to leave school due to illness. Such incidents will be marked unexcused.**
- Leaving and then returning to school on the same day: Whenever a student returns to school after an appointment, the student must report directly to the Student Office to sign in. A note from the doctor/dentist should be submitted at that time. An entrance pass will then be given to the student.

Absence/Tardy Threshold	Letter/Notice or Requirement	Additional Parent Action	Additional PALMS Action
Any Absence other than those which require pre-approval.	REQUIREMENT: Absence notes must be signed by the custodial parent/legal guardian and must be submitted *within three days of a student's absence from school.*	Parent should call the PALMS Absence Reporting Line at 610-847-5131, ext. 1305.	Notification to parent when child has been marked absent from school. Absences for which a note was not received within three days are marked unexcused.
3rd Unexcused Absence (cumulative)	Unexcused Absences Warning Notification Letter		
4th Unexcused Absence (cumulative)	2nd Warning Letter regarding unexcused absences.	Contact by the assistant principal regarding a SAIC meeting.	School Attendance Improvement Conference (SAIC) meeting scheduled. Refer to Student Assistance Program.
Unexcused Absences beyond 4th unexcused	Subject to citation from the District Magistrate		
7th Cumulative Absence *(includes excused and unexcused absences)*	Absence Warning Letter		
10th Cumulative Absence (includes excused/unexcused absences)	Doctor Note Requirement Letter	Notes from licensed medical physician must be submitted for all absences from school from this point forward. Contact by the assistant principal regarding a SAIC meeting.	School Attendance Improvement Conference (SAIC) meeting scheduled. Referral to Student Assistance Program.
5 or more unexcused tardies/ post-tardies	Excessive Tardy Warning Letter	Notes from licensed medical physician must be submitted in order for late arrivals and early departures to be excused.	Time missed may be added to be counted towards full and half day absences from school.
Subsequent unexcused tardies/post-tardies			Lunch, After School, and Saturday Detentions may be assigned.

ACADEMIC DISHONESTY (CHEATING/PLAGIARISM)

Cheating, in any form, is unacceptable behavior. Students found to be cheating on tests, quizzes, projects, copying homework or any written work will not receive credit for that assignment. Plagiarism of any type (including electronic) is considered a form of cheating. Teachers will notify parents and the school administrators of any incidents of cheating. Additionally, teachers (team policy) or an administrator will determine and relay consequences. In order to meet course requirements, students will still be required to complete the assignment. Along with academic consequences, disciplinary consequences may be assigned.

ATHLETICS & ELIGIBILITY

Palisades School District is a member of the Colonial League of the Pennsylvania Interscholastic Athletic Association (also known as the PIAA). PIAA sports opportunities in Basketball, Cross Country, Soccer, Cheerleading, Field Hockey, Football, Softball, Baseball, Track & Field, and Wrestling are offered to students in grades 7 and 8.

- Students who participate in PIAA middle school sports are required to develop athletic skills, and meet academic, behavioral, and attendance eligibility requirements. Teachers will evaluate the academic eligibility of team members every week during the athletic season. A student who has a failing grade in more than one course will be deemed "academically ineligible" to participate. This means that the student will be suspended from game participation during the ineligibility period.

- **Athletes are to read the policy pertaining to drug/alcohol use in the Student-Athlete Interscholastic Athletic Handbook available online via the Palisades District Home Page under the Athletics tab.**

- **School attendance on same date as evening events and extra-curricular activities: In order to take part in any after-school event (including sports), students must arrive to school before 11 a.m. on the day of the event. Students who arrive late without a signed excuse from a medical doctor/dentist can be denied participation in evening events or extra-curricular activities on that day.**

- Students will be given the opportunity to purchase insurance at the beginning of the school year. Please see the "Insurance" section of this booklet.

ATHLETIC PERMISSION/PHYSICAL FORM: Student participants in interscholastic sports must meet the following requirements:

- Completion, submission to the student office, and clearance of the PIAA CIPPE (Pennsylvania Interscholastic Athletic Association Comprehensive Initial Pre-Participation Physical Evaluation) form. **The only form that is acceptable for physician and parent completion is entitled "PIAA Comprehensive Initial Pre-Participation Physical Evaluation or CIPPE." The current and only version which is acceptable this school year** may be obtained through the District's website *MySchoolBucks*, or may be picked up from the Athletic Office at Palisades High School or the Student Office at PALMS. **No earlier versions of this form are acceptable.**
- A comprehensive physical examination form (section six of the current PIAA form) which clears the student for participation in a particular sport must be completed by a licensed medical practitioner no earlier than June 1 of the same calendar year that the current school year has begun. No other versions or types of this form are acceptable.
- Parental consent must be given via completion of the current PIAA CIPPE form; and all paperwork must be completed, signed, dated and submitted to the student office for review and approval before students are permitted to try out and/or practice.

BACKPACKS, BOOKBAGS

Students are encouraged to use their lockers to store personal belongings, bookbags, and materials. Students are permitted to carry their bags with them throughout the day to access needed materials.

BREAKFAST

Breakfast will be available for students each day from 7:05 to 7:45 a.m. Students who arrive to school prior to 7:20 a.m. and who plan to eat breakfast, should report to the cafeteria to eat breakfast in the designated area. Only students who are eating breakfast are permitted in the designated breakfast area. Students who finish breakfast before 7:20 a.m. should report to their holding area. Students who arrive to school after 7:25 a.m. must first report to the student office to sign in. If breakfast is still being served, students may pick up their breakfast before proceeding to homeroom with his/her late pass. Breakfast may be eaten in homeroom or at the beginning of period 1.

BUS PASSES

Palisades Middle School does not approve notes from parents for students to ride on another bus. All students must ride on their assigned bus route. All requests for a different bus must come from a parent and be related to an emergency situation. Building administration or the Business Manager must approve the bus change.

BULLYING/CYBERBULLYING

- See Appendix F

CAFETERIA/LUNCH

Students are to follow the cafeteria specific rules and common rules of respect, courtesy, and consideration (for staff, students, and the building). They must listen to and respect the adults in charge, listen quietly when announcements are being made, respect the personal space of others (keep hands and feet to themselves), dispose of trash in the proper containers, and remind others of the rules when they observe that the rules are not being followed. Failure to follow cafeteria and common rules may result in consequences.

Students are expected to report to the cafeteria on time. Upon entering the cafeteria, students should sit in their seats. They will be directed to the appropriate food service line when it is time to do so. After purchasing lunch, snacks, and/or drinks, students are to report to and remain at their table.

- Every student at a table is responsible for the cleanliness of that table.
- Food, food/beverage containers, etc., should not be thrown.
- Students are to remain in the cafeteria for the entire period unless they have a *written* pass from a teacher.
- No food or drink is permitted outside the cafeteria, unless otherwise permitted by school administration. Any food or drink found outside of the cafeteria may be confiscated and discarded.
- Students may be permitted to eat outside in a designated area at the discretion of the adult in charge of the cafeteria. The expectations outside of the cafeteria remain the same as those that are for indoor eating.

CALCULATOR USE POLICY

The National and State Standards for teaching mathematics include a provision that calculators must be used in the classroom. The math department recognizes the importance of this component to enhance student learning and performance. Calculators are brought into the classroom to extend learning after students have demonstrated their knowledge of basic skills and concepts. It is our goal that students recognize when to use calculators as an appropriate supplement to mental computation skills and not as a replacement for them.

CELL PHONE POLICY

The Board prohibits the use of any electronic device by any middle school student during the duration of the school day from the first warning bell (7:25 a.m.) to silence and put away electronic and wearable devices until the last bell (2:32 p.m.). This includes the lunch period. Middle school students must keep electronic and wearable devices powered off or silenced and in backpacks or lockers at all times. Smart watches that serve multiple purposes may be worn, but the phone features (texting, gaming, internet viewing, and calls) are to be off. Teachers or building administrators may permit a middle school student's use of an electronic or wearable device to address a student's urgent health or safety needs, or in the event of an emergency. Policy violations may result in disciplinary consequences. (e.g., device confiscation, parent notification, after school/Saturday detentions)

COMPUTERS

The Palisades School District uses computers and computer related resources to enhance its mission to teach skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole. In order to make these resources available to everyone, the District expects that individuals who use the school's computers will do so in a way that is consistent with its educational mission and acceptable use guidelines. Palisades uses a software program called Go Guardian, this tool is designed to help teachers manage Chromebook usage in their classrooms and monitor student activity on the device. An additional goal of the tool is to help keep students on-task and away from inappropriate content. Chromebook usage is shared with administrators and teachers to protect students and keep them safe.

The following rules should be followed regarding technology:

- Only the Technology Coordinator/Technology staff or appointed persons will run or install a program on any of the District's systems.
- Everyone will respect and uphold copyright laws, respect computer equipment and software.
- Everyone will use the login name assigned to him or her by the Technology Coordinator.
- No one should try to obtain a password for another login name.
- Everyone will access only educationally appropriate materials.



- Sending/receiving annoying, threatening, libelous, sexually, racially or religiously offensive messages through electronic means is prohibited.
- Rights of others should be observed in relation to the privacy of the files stored on a computer or on a disk. Students should not be viewing, altering or damaging files without the owner's permission.
- Anyone who witnesses the inappropriate use of a computer on school property should immediately report the incident. Also, see Appendices E, E1, and E2 - school board policy regarding use of technology and personal devices.
- ***Chromebook Central*** is located in the Palisades Middle School Library. Chromebook Central is the place where students can get assistance with maintenance and use of their chromebooks. In addition, students may borrow a chromebook or charger from Chromebook Central if they do not have one. Misuse or abuse of borrowing materials may result in students attending lunch and learn sessions with our Chromebook Central monitors.

COURSE CHALLENGE POLICY

Consideration will be given to requests from parents that their child be given the opportunity to challenge a course when it is acknowledged by the teacher, counselor, and principal that such is in the best interest of the student. Challenging a course refers to the process of a student testing out of a class by taking and passing the final exam in that course at a proficiency rate of 80% or above. Information about procedural stipulations, courses available for challenge, timelines, exceptions, etc., may be obtained from the guidance counselor or administration.

CURRICULUM REVIEW AND EXEMPTION POLICY

The Palisades School Board ensures parents/guardians have an opportunity to review instructional materials and have access to information about curriculum, including academic standards to be achieved and assessment techniques. Also, the Board ensures that parents/guardian have the right to have their children excused for specific instruction that conflicts with their religious beliefs. Requests for review or exemption must be made in writing to the building principal and should be specific and detailed for timely action. More information can be found through Boarddocs in policies 105, 105.1, and 105.2.

DAILY SCHEDULE (SEE NEXT PAGE)

DEBTS

School board policy charges each student with the responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use (e.g. textbooks, library books, etc.). Lost, unreturned, or significantly damaged school resources will result in a student incurred debt. Disciplinary action may be warranted, if the debt remains unpaid.

PALMS DAILY SCHEDULE

At times throughout the year, our schedule is modified to accommodate special activities.

	Regular	2 Hour Delay		3 Hour Delay
H.R. Warn Bell	7:20	9:20	H.R. Warn Bell	10:20
H.R.	7:25 – 7:30	9:25 – 9:30	H.R.	10:25 – 10:30
Period 1	7:30 – 8:28 6th Core *7:30 – 8:13 7th Explore* 7:30 – 8:28 8th Core	9:30 – 10:15 6th Core *9:30 – 10:00 7th Explore* 9:30 – 10:15 8th Core	Period 1	TBD
Period 2	8:30 – 9:28 6th Core *8:15 – 8:58 7th Explore* 8:30 – 9:28 8th Core	10:17 – 11:02 6th Core *10:02 – 10:32 7th Explore* 10:17 – 11:02 8th Core	Period 2	TBD
Period 3	9:30 – 10:28 6th Core 9:00 – 9:58 7th Core *9:30 – 10:13 8th Explore*	11:04 – 11:49 6th Core 10:34 – 11:19 7th Core *11:04 – 11:34 8th Explore*	Period 3	TBD
Period 4	10:30 – 10:58 6th Lunch 10:00 – 10:58 7th Core *10:15 – 10:58 8th Explore*	11:51 – 12:19 6th Lunch 11:21 – 12:06 7th Core *11:36 – 12:06 8th Explore*	Period 4	TBD
Mentoring	11:00 – 11:20 All Grades	12:20 – 12:41 6th Pirate Block 12:08 – 12:29 7th Pirate Block 12:08 – 12:29 8th Pirate Block	Pirate Block	
Period 5	11:22 – 12:20 6th Core 11:22 – 12:20 7th Core 11:22 – 11:50 8th Lunch	12:43 – 1:28 6th Core 12:31 – 1:16 7th Core 12:31 – 12:59 8th Lunch	Period 5	TBD
Period 6	*12:22 – 1:05 6th Explore* 12:22 – 12:50 7th Lunch 11:52 – 12:50 8th Core	*1:30 – 2:00 6th Explore* 1:18 – 1:46 7th Lunch 1:01 – 1:46 8th Core	Period 6	TBD
Period 7	*1:07 – 1:50 6th Explore* 12:52 – 1:50 7th Core 12:52 – 1:50 8th Core	*2:02 – 2:32 6th Explore* 1:47 – 2:32 7th Core 1:47 – 2:32 8th Core	Period 7	TBD
Pirate Block	1:52 – 2:32 All Grades		Pirate Block	TBD
Dismissal Bell	2:32	2:32	Dismissal Bell	2:32

DETENTION

Individual teachers may assign detention for misbehavior and/or missed work in the classroom. Administrative detentions generally take place during lunch periods, after school on Tuesday or Thursday (until 4:30 p.m.), or on Saturdays (8:00 to 10:00 AM or 11:00 AM). A student's failure to report to an assigned detention will result in a more significant consequence. Any misbehavior during a detention will result in a more significant consequence.

DISCIPLINE

Teachers and their students develop classroom expectation lists. If a student does not meet the expectations, he/she may be asked to reflect on his/her behavior and change it by going to a designated area within the classroom. If inappropriate behavior continues, the student will be sent to a "buddy teacher's" classroom where he/she will stay for the remainder of the period. Continued infractions will result in a referral to the Assistant Principal. Acts which result in violence that pose a direct threat to the safety of others in the school, destruction of property, and/or the possession, use, or transfer of dangerous weapons are in violation of School Board policy and state law. The State Police may be notified in such circumstances.

DRESS CODE

Be mindful of the dress code expectations when choosing clothing. Personal appearance and cleanliness should reflect sensitivity to and a respect for others. The dress code is in place to support a positive, safe and healthy environment, and to prevent disruption of the educational process. Specifically:

- No hats or hoods are to be worn during the day except with a written medical directive.
- Night gowns, onesies, long underwear worn as outerwear are not permitted.
- Sagging pants or low-cut pants that expose undergarments or body parts are not allowed.
- Garments exposing cleavage, stomach, buttocks and open back are prohibited. All clothing should be of such a length so that no undergarments or private body parts are exposed whether standing, sitting or bending. See through or mesh shirts, strapless shirts, backless shirts, open back shirts, and/or shirts that expose undergarments or private body parts are not permitted.
- Garments with profanities, lewd suggestions or graphics, offensive language or pictures, and/or drug/alcohol related trademarks/slogans or prints are not permitted. Any personal belongings (jewelry, wallet chains, clothing, articles deemed excessive, offensive, or gang-related are not be permitted). This includes jewelry, clothing, articles that could distract the educational process, or which could be a safety or health issue.
- Sunglasses may not be worn in school during school hours except with a written medical directive.
- Footwear must be worn at all times, however, footwear with wheels is not permitted.

The administrative team reserves the right to deem an article of clothing inappropriate based on safety, distraction, and/or because it may cause property damage. Dress code violations will incur a request to change clothing (wear a gym suit) and/or to remove the objectionable item. Repeated violations will result in parent notification and possible further disciplinary action.

DRUG AND ALCOHOL PROCEDURES

Use or possession of illegal drugs (including "look-alike" drugs) or alcohol is prohibited on school property or at school-related events/ trips. First offenses will result in an out-of-school suspension (up to ten days) and participation in a drug/alcohol assessment administered by the Bucks County Council on Alcoholism (BCCA) before the student can be readmitted to school. A second offense will result in the student being referred to the Superintendent for possible expulsion. Students apprehended for selling or transferring controlled substances are subject to immediate expulsion. The Pennsylvania State Police are notified in **ALL** cases. (See Appendix A for the complete *Controlled Substances Policy*)

EVENT ATTENDANCE AND COURTESY POLICY

- Assemblies/events provide instruction, entertainment, and an opportunity for students to develop poise and confidence through participation in programs. Attendance at all events, either as a participant or as a spectator is a privilege that comes with the responsibility of individuals maintaining acceptable behavior. Students should enter the auditorium in a quiet and orderly manner.
- Immediate attention is required whenever a speaker stands before the group and raises his/her hand.
- Students who fail to behave in an acceptable manner during a special event will be removed from the program, and may be denied attendance privileges at special events for the remainder of the school year as well as other disciplinary action.
- Students wishing to stay after for an athletic event must submit a signed/written note from their parent/legal guardian and approved by administration, or the student must be accompanied by a parent/legal guardian during the event. If while at the event, the student is to be in the care of a someone other than the parent/legal guardian, the note should include the name of the adult with whom the student has permission to stay with.

EXTRACURRICULAR & AFTER SCHOOL ACTIVITIES

In order to participate in extracurricular activities students must meet the same academic, attendance, and behavioral eligibility criteria as those who participate in middle school athletics. A student receiving a failing grade in more than one course will be deemed "academically ineligible" to participate. This means that the student will be prohibited from competition in such activities until subsequent elimination of the failing grade(s). Extracurricular activities include but are not limited to musical performances, art club, ski club, socials, television studio, etc.

- School attendance on same date as evening events and extracurricular activities: In order to take part in any after-school event (including dances, sports, ski club), students must arrive at school on time the day of the event. Students who arrive late without a signed excuse from a medical doctor/dentist may not participate in evening events or extracurricular activities on that date. Attendance at MTS & Homework Club are exceptions to this rule.
- Teen Night Out: Students are not permitted to arrive after the doors are locked (approximately 30 minutes after start time), nor are they allowed to leave the building during school socials or dances. If a student leaves the building they will not be allowed to continue to participate in the event, and their parents will be contacted to pick them up. The administration reserves the right to exclude (from attending future events) any student who is not picked up within 15 minutes of the advertised conclusion of the event.

WORLD (FOREIGN) LANGUAGE

At the end of 7th grade, students are recommended for a World Language in 8th grade. The English Language Arts and World Language departments together have established the following criteria to determine which students are ready to take a foreign language:

1. A score of proficient or better on the 5th and 6th grade PSSA Reading test.
2. A score of proficient or better on the 7th grade Measure of Academic Progress (MAP) Reading tests.
3. The student is on or above grade level, with appropriate fluency and accuracy, as evidenced by teacher observation, CBAs, & quarterly assessments.

FORGOTTEN ITEMS

- Parents are asked to discourage their children from making a habit of having someone bring forgotten items to school for them.
- Parents must bring identification with them so they can be admitted into the building.
- Items should be clearly labeled with the student's name and grade. They can be left on the table provided in the entranceway. The school is not responsible for items left for students, and students are responsible to pick up items. The secretaries will not call/locate students to retrieve items.

GENERAL RULES AND RESPONSIBILITIES (other)

See list of other general rules and responsibilities on pages 16 and 17 of this handbook.

GRADING

Grades may be accessed online via the POWERSCHOOL PARENT PORTAL grading system with your assigned username and password. The following grading system will be utilized:

Grade 6	
LETTER GRADE:	PERCENTAGE:
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	67-69
D-	65-66
F	0-64

Grades 7 and 8	
LETTER GRADE:	PERCENTAGE:
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
F	0-69

GPA calculations are determined quarterly, using our student management grading software. In order to hand-calculate GPAs, the course credit must be used as a divisor. Keep in mind that cumulative YTD GPAs are determined as "years-to-date" and are cumulative beginning on the student's first grading period they were enrolled at PALMS.

Core Subjects = 1.00 credit
Performing Arts (music) = 0.50 credit
Wellness & Fitness = 0.50 credit
Exploratory subjects = 0.25 credit

GPAs are calculated using total quality points multiplied by the allotted credits for weighted credit divided by total credit
Example:
Reading, B = 3.0*1.00 allotted credit = 3.0 weighted credits
Computer, B = 3.0*0.25 allotted credit = 0.75 weighted credits
(3.0 + 0.75 weighted credits) divided by 1.25 total credits = 3.0 GPA

Honor Roll criteria:

- Distinguished Honors: all A's
- Honors: any combination of A's B's, or C's with a GPA of 3.6 and no D's or F's

GUIDANCE SERVICES

The guidance and counseling services include orientation for new students, an organized testing program, individual counseling, group guidance activities, student conflict resolution through restorative circles, academic assistance through the Instructional Support Team, and continuation of a cumulative record for each pupil. Students may request to see the counselor by scheduling an appointment.

GYM UNIFORMS

Gym uniforms are required for physical education classes. They consist of a white gym shirt and black gym shorts. These articles of clothing can be purchased from the school store. Gym shirts are mandatory and the cost is $7.00 per shirt. Gym shorts are available for purchase and the cost is $14.00 per pair. With prior approval from the gym teacher, black shorts other than gym uniform shorts may be worn for physical education class.

HARASSMENT /DISCRIMINATION

- Harassment/Discrimination—See Appendix B
- Bullying/Cyberbullying —See Appendix F

HEALTH SERVICES

- With the exception of special cases under medical care and/or a physician's written orders, the school nurse is only responsible for the emergency care of injuries and sudden illnesses or injuries.
- Students must have permission from their teacher in order to leave class to visit the nurse and approval in SMARTPASS from the nurse.
- **Students may not have medication in their possession at any time.**
- All medication, prescription and non-prescription must be kept in the Nurse's Office. The term **"**medication**"** includes prescription drugs as well as over-the-counter medications, e.g., Tylenol (acetaminophen), aspirin, cough medicine, cough drops, vitamins, herbal remedies, etc. Medication will be administered to students during school hours only when such is required and accompanied by a doctor's order. No medication shall be administered to any student without proper completion of the *Palisades Medication Dispensing Form.* Completion of the medication dispensing form requires signatures of both the parent/guardian and the physician. A separate form must be used for each medication and be specific as to dosage, e.g., Tylenol, Extra Strength Tylenol, etc. **Any medication which is to be administered by school personnel must be delivered directly to the nurse before homeroom. Medication must be brought to school by the parent/guardian in the original, properly labeled container.**

HOMEBOUND INSTRUCTION

Homebound Instruction is provided for students who cannot attend school because of extended illness which requires a student to be absent from school for a duration of more than two weeks. Upon the recommendation of a licensed physician and the completion of the form "Physicians Report for Homebound Instruction," homebound instruction totaling five hours per week may begin. Forms and further information are available in the guidance office. NOTE: A parent/legal guardian must be present during the period of time the homebound instructor is in the home. **Parents—please note that you may receive automated calls/messages which state that your child was marked absent from homeroom as the daily attendance code on their record may not have been changed prior to the automated activity. If so, please disregard the automated call.**

HOMEWORK

Homework is considered an important part of the grading process, should be taken seriously, and always completed. A failing grade may be the result of work not made up after two weeks. Students are encouraged to write down their homework assignments. Student's should check their teacher's Canvas pages everyday for homework information.

It is the student's responsibility to contact teachers to make arrangements to make up work that is missed for any reason. Teachers need at least 24 hours notice before work can be available for parent pick up in the Main Office. Parents, please use your child's Canvas courses and communicate with their teachers for assignments when your child is absent.

INSURANCE

The Board shall provide parents/guardians the opportunity to purchase Voluntary Participation Student Accident Insurance Plan coverage. At the onset of the school year, the informational flyer and letter is given to each student. The enrollment period ends by the date specified in the flyer (very early in the current school year). Coverage may be purchased through Bollinger Insurance Solutions accessible at *www.BollingerSchool.com*. Please note that the school district does not provide accident insurance for students.

INTERNET USE

All students and parents/legal guardians must sign the District's Internet Acceptable Use Guidelines and Agreement & Web Tool Use Permission form before they will be permitted to use computers in the building. See Appendix E1.

LATE TO CLASS

All students are expected to be on time, seated and ready to learn in their classes (including homeroom/resource periods). Sufficient time is allowed for students to move from class to class. An initial lateness will result in the student being issued a warning. Each subsequent late to class can result in a teacher-issued detention. Repeated lateness to class (more than 3) may be reported to administration for intervention.

LIBRARY

Students must use SMARTPASS or written pass from a teacher in order to visit the library. It is open during school hours. Students may not use the library outside of the school day unless they have permission from the librarian.

LOCKERS

- Each student is provided with a locker in which to keep his/her personal belongings and books.
- Under no circumstances may locker combinations be shared.
- Jamming a locker in an open position is prohibited, and students may not go in to another student's locker.
- Students may go to their own lockers before and after school, before and after lunch, and/or as designated by their teachers.
- **The school will not be responsible for the loss of any personal items, and students are urged to not bring highly valuable items to school.**
- Problems with lockers should be reported immediately to the homeroom teacher.
- Any abuse of school lockers (including leaving perishable food in a locker for an extended period of time) will be considered vandalism.

LOST AND FOUND

- Student possessions should be clearly marked with their name.
- All lost clothing items, notebooks, shoes, etc. are placed on a rack outside the cafeteria.
- Valuable personal items that are found should be brought to the Student Office. Students seeking a lost personal item such as jewelry, glasses, purses, electronics, etc., should see the Student Office secretary.
- **Administration, teachers, and staff are not responsible for lost items.**

MEDICATION PROCEDURES

See Appendix K, page 40

MESSAGES FOR STUDENTS FROM PARENTS

- In an effort to preserve the educational process, messages should be kept to a minimum.
- Interruption of a class affects the entire class and the learning process, therefore, classes will not be interrupted for parent phone calls unless it is an extreme emergency.
- Parents should make every effort to communicate with their children before they come to school.
- Remember—It is very difficult to get messages to students near to or at dismissal time, and may be unsuccessful.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Membership in the NJHS is an honor bestowed on students who have demonstrated outstanding scholarship, character, leadership, service, and citizenship. Students who have been selected by a faculty council are expected to continue to maintain these high standards. Students who have attended PALMS a minimum of three semesters, have demonstrated an impeccable discipline record (no suspensions), and who have achieved a cumulative grade point average of 3.75 or higher are eligible to apply for NJHS membership.

PASSES (SMARTPASS)

Students must have a pass when going anywhere in the building during school hours (including homeroom or resource period) unless it is during the time allotted to move from one of their classes to another. PALMS uses an electronic hall pass program called SMARTPASS. SMARTPASS is accessed directly through each students' individual Chromebook, and is set up for their individual use. Teachers manage SMARTPASS from their classroom dashboards. Students should use the kiosk Chromebook to sign-out using SMARTPASS from the cafeteria. Students are responsible for reporting directly to the location designated in SMARTPASS. Students without a pass will be escorted back to their assigned area. Repeated offenses may result in disciplinary action.

PERSONAL PROPERTY

Valuables should not be brought to school. Students should lock personal property in their lockers while at gym, and/or during the school day, and/or during after-school activities. Property should not be left on benches, in front of classroom doors, or in any other place in the school that has not been designated for such purposes. **The school is not responsible for the loss/damage of personal articles.**

PRIVILEGE RESTRICTION

- Students who exhibit persistent misbehavior, poor attendance, poor grades or student debts will be subject to restriction from privileges which may include (but are not limited to) the following: attendance at school socials, assembly programs, field trips, movies, extracurricular activities such as clubs, athletics, and sporting events.
- The length of the restriction varies, and is determined by the Assistant Principal.
- Students who misbehave during their assigned privilege restriction or who continue to misbehave after the privilege restriction period has ended will receive further consequences.
- The administration reserves the right to restrict students from attending school trips, school events, and school sponsored activities, etc.

SCHEDULE / COURSE CHANGES

Requests for changes to a schedule or to add/delete a course will be considered only during the first two weeks of a course. Consideration will be given to such requests from students or parents when these changes are in the best interest of the student. Changes will only be made for the following reasons:

- Correction of a human or computer error.
- Addition of a replacement course (must be approved by teacher, counselor, and principal).
- Deletion of a course (must be approved by teacher, counselor, and principal).
- Complete change of program

The procedure for students requesting approval to change their schedule or to add/ delete a course is:

- The parent initiates a conference with subject area teacher and counselor to discuss the advisability of the action.
- The counselor submits a recommendation to the principal for a decision based on the best interests of the child.

SCHOOL CLOSING

The district uses the SCHOOL MESSENGER emergency contact system to notified enrolled families of school closures. For additional school closing information you may call: Palisades School District at 610-847-5131, press 5 then 1, or check the District website at www.palisd.org. Finally, school closings are announced on local media stations.

SMOKING

Smoking is not permitted on school buses or on school property at any time. Students are not permitted to carry tobacco/tobacco products, matches, or lighters, and/or e-cigarettes, vapor cigarettes paraphernalia, etc., while on school property, buses, etc. These rules will be enforced during the regular school day, at all evening events, and on school-sponsored trips.

STUDENT COUNCIL

PALMS Student Council consists of the 8th Grade Elected Officers and representatives from each grade level's homerooms. It has been organized to develop good citizenship, assist in the management of student affairs, provide a forum for student expression, provide orderly direction of school activities, and fund projects for improving the school. Criteria to run for and maintain an elected officer position includes but is not limited to the following: Student is currently in grade 8 at PALMS, has a 3.0 cumulative GPA with no final grade of less than a "C" from the prior school year and current year, and students are ineligible to run (or become ineligible to serve), if they have been assigned any out-of-school suspensions during the prior or current school year.

STUDENT EXPRESSION

Printed material distributed by students shall be done only with the express advance permission of the building principal or designee in accordance with the rules and regulations outlined in Board policy 220. Permission shall be granted by the principal or designee, provided that the expression does not violate this policy. Procedures established by the building principal or designee for distribution and/or posting of materials shall in no way conflict with the civil rights of students. Students who engage in unprotected student expression or fail to secure advance permission from the building principal or designee shall be subject to disciplinary action in a degree which is consistent with the nature of the offense.

STUDENT SEARCHES

Only school district administrators who have been trained in: Board Policy No. 226, administrative regulations, and applicable legal standards may conduct searches. In cases when the administrator conducting the search is of the opposite gender of the student, a staff member of the same gender will be present. Building principals and/or their designees will ensure that parents and/or guardians are notified at least annually of the contents of Board Policy No. 226. Under no circumstances shall any school district employee conduct a search that requires a student to remove clothing other than jackets, coats or other outerwear. Additionally, searches involving examination beneath undergarments shall not be conducted. If there is reasonable suspicion that contraband is contained beneath such garments, local law enforcement will be contacted immediately. School district employees are not required to obtain permission from a student's parent and/or guardian prior to conducting a search. However, the parent and/or guardian will be contacted by phone immediately after a search has been conducted. If a student is unwilling to cooperate with a search, local law enforcement will be contacted immediately. Disciplinary consequences for insubordination may also be enforced.

Reasonable Suspicion: School district employees may conduct searches if they have a reasonable suspicion that a threat to the health, safety or welfare of any individual member of the school community or the school population as a whole exists. Such threats include but are not limited to the possession of: weapons, drugs or drug paraphernalia, stolen property, pornographic or other inappropriate material.

It is impossible to predict every situation when a threat to the health, safety or welfare of a student or the school population may exist. School district administrators are expected to refer to their training when determining if a search is necessary and to confer with the Superintendent or designee, if uncertainty exists regarding the necessity of a search.

STUDENT SUPPORT TEAM (SST)

The SST is designed to meet the needs of any student who is having difficulty in school. In partnership with families, the goal of the program is to remove barriers to learning and promote student success.

Referrals: Any student, parent, or community member who has a concern for the well being of a student should contact the guidance counselor, school nurse, or building administrator. Areas of concern may include, but are not limited to: Academic Issues; Chronic Behavior Issues; Attendance Issues; Drug and Alcohol Issues; Mental Health Issues

Process: With the parent's written permission, SST gathers specific information about the student's performance in school from staff members who have contact with the student, and from the referred parent and student.

- SST and the parent develops a plan of action to help the student achieve success in school. The plan will include services and activities in school. If necessary, external services may be recommended.
- The SST team stays in touch with the parent about the student's progress and supports the student while at school.

SUBSTITUTE TEACHERS

Students are expected to give complete cooperation to a substitute teacher. Lack of student cooperation or respect towards a substitute teacher; or misbehavior when a substitute teacher is in charge will be considered a serious offense and will result in disciplinary action.

SUSPENSION

Suspension is a disciplinary action used by the administration for serious violations of school rules and regulations. Suspensions may range from one to fifteen day period. Suspended students may serve an in-school suspension (ISS) or be excluded from school (OSS). During any (ISS or OSS) suspension period, a student may not participate in any extracurricular activities. All schoolwork missed during a suspension must be made up.

Examples of situations that may result in a suspension are, but not limited to:

1. Refusing to obey the directives (includes defiance and disrespect) of a teacher, staff member, or substitute
2. Using foul or abusive language or gestures
3. Serious and/or chronic misbehavior
4. Interfering/disrupting the educational program
5. Use, sale, or transfer of illegal drugs or alcohol or prescription medication, prohibited substance/products
6. Bringing over-the-counter medication/pills to school and not registering them with the school nurse
7. Willfully damaging school property
8. Indecent exposure
9. Fighting or “Play Fighting”
10. Harassment

If suspension involves an illegal act or illegal possession of drugs, weapons, etc., police may be notified.

When a student is suspended, it may be necessary for a parent(s) to attend a conference or informal hearing to discuss the suspension. The student, parent(s), school administrator(s), and other relevant staff members will take part in the conference. The conference can be held prior to the start of, during, or at the conclusion of the suspension period.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION AND SUPPORT PROGRAM

PALMS approaches student discipline using a SWPBIS program. Our SWPBIS program is a universal prevention strategy that focuses on the creation of a school culture that is positive, safe, predictable and consistent. In addition, the SWPBIS program is aimed at reducing behavior problems that lead to office referrals and suspensions. Students are expected to follow our building themes of **be respectful, be responsible, be caring, and make good decisions**. Each year these ideals are highlighted and instructed through our mentoring period.

TEXTBOOKS

Students are responsible for keeping textbooks in good condition, and returning them upon request.
Students will be charged the cost of a new book in order to replace any books which they have lost or returned in damaged condition.

TRANSPORTATION

- **Students are expected to ride to and from school on their assigned school buses.**
- Bus transportation is a privilege. Failure to observe District rules may result in temporary or permanent denial of transportation. Activity bus transportation is provided by the District Tuesdays, Wednesdays, and Thursdays at 4:45 p.m. Students do not need to sign up for activity bus transportation.
- Requests for bus changes for childcare purposes of duration longer than one day require the approval of the District Transportation Director.
- Students may only be picked up and dropped off from the front/main entrance of the building.
- Car rider on a regular basis: At dismissal time students who will not be riding the bus have permission to be picked up by their parent/legal guardian, this process is monitored by adults.
- Transportation change: Palisades Middle School should be informed by a signed written note from the parent/legal guardian of any transportation changes.

TUTORING/EXTRA HELP

- After school assistance is available to all students. Teachers may request that a student stay to make up work or for other academic reasons. Students are encouraged to ask a teacher for help after school if they do not understand what was done in class.
- Meet the Standards (MTS): During the winter months, administrative and faculty sponsor the Meet the Standards (MTS) club. It is designed to help students improve their performance on the state and national assessments that are given. This club meets after school on designated Tuesdays or Thursdays.
- The after school homework club provides a structured environment for students to complete assignments/projects under the supervision of paraprofessionals and/or teachers on designated Tuesdays and Thursdays. Students may be referred to the club by their teachers, parents, administrators, SST, coach or by self-referral (through the guidance counselor).

VISITORS & STUDENT GUESTS

Anyone (including parents) visiting the school must first go directly the main office (located on the left after coming through the main entrance) and show identification and sign in.

- Students may bring a student guest from another school district for one day providing that prior approval is secured from the PALMS student's team of teachers and the assistant principal.
- Student guests must be in the same grade level as the student bringing the guest to school.
- A visitor request form (available in the Student Office) must be completed, signed, and submitted to the Assistant Principal at least two days prior to the visit.
- No visitors will be permitted to visit classes without prior approval.

WEAPONS

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

- Weapons and Terroristic Threats abbreviated polies —See Appendix C



GENERAL RULES & REGULATIONS

(In *addition* to rules stated throughout this handbook)

ARRIVING, LEAVING, STAYING

1. Students may not be dropped off prior to 7:05 a.m.
2. Students are to arrive prepared to learn with all required materials and on time.
3. Students are not permitted to walk home, to Palisades High School, or to PALMS from Palisades High School.
4. Once students arrive on school property, they may not leave the building, or premises without prior approval from the school administrators or the administrators' designee.
5. Students who stay after school must be under direct supervision of a teacher or adult sponsor.
6. After dismissal time, students are not permitted to stay on school property unless they are participating in a school-sponsored event or sport.
7. PALMS students are not permitted to go to the high school after school unless they will be supervised and have received permission from one of the PALMS administrators upon submission of a note from their parents.

ATTENTION PLEASE

8. When an adult has his/her hand up, students are expected to stop talking and raise their hand to be ready to listen!
9. Students are expected to be attentive during announcements (e.g., television, PA, or adults).

BULLYING, FIGHTING, THREATS

10. Fighting of any type (including play fighting/excessive horseplay) is strictly prohibited at school, on the bus, at bus stops, or during any school-related activity.
11. Bullying/Cyberbullying is a violation of the district's policy regarding such. Incidents should be reported to administration. Reports can be made to administration by calling 610-847-5131 ext. 1002 or using the online survey tool which can be accessed through the associate principal's website: https://www.palisd.org/cms/One.aspx?portalId=57098&pageId=236525
12. Threats – even made in jest are unacceptable and may result in disciplinary action. If at any time you hear a student threaten the life of another student or staff member, it is your responsibility as a member of the school community to report what you have heard to a responsible adult in the building.

DON'T BRING

13. Skateboards, roller skates/blades are not permitted on school property.
14. Matches and/or lighters are not permitted on school property. Any tobacco or smoking products are prohibited.
15. Drugs, alcohol, or any related paraphrenia are illegal and prohibited.
16. Weapons or anything perceived as a weapon are prohibited.
16. Aerosol cans of any type are not permitted on school property.

GENERAL RULES & REGULATIONS CONTINUED FROM PREVIOUS PAGE

DON'T DO IT!

18. Open displays of affection (e.g. kissing, etc.) are not permitted.
19. Forgery of parent/legal guardian signatures on any forms (permission forms, etc.) is prohibited.
20. The use of profanity is not permitted.
21. Chewing gum is not permitted in the gymnasium, library, and all computer/technology areas and may only be used in rooms with the teacher's permission.
21. The sale of personal items/property is not permitted.
22. Taking anyone else's property (including food/beverages in the cafeteria) without permission is prohibited.
23. Open beverage containers are not permitted in hallways, auditorium, gymnasium, and library.
24. Use of the elevator is not permitted without prior permission.
25. Never bring cell phones, cameras/electronic devices into restrooms, locker rooms, nurse's office, or other changing areas!
26. Use of laser pointers, radios, cameras/electronic devices, audio devices, cell phones, and/or any electronic device is not permitted during school hours, except for educational use with prior teacher/administrator approval. Any device, which is carried or used by students during the school day (including at school sponsored events such as field trips, and on buses or other vehicles provided by/on the behalf of the school district), may be confiscated and brought to the Student Office, and held for parents to pick up. ***During standardized testing a confiscated electronic device may be held for test security, and immediate disciplinary action may result.***

RESPECT & RESPONSIBILITY

28. At all times, students are to demonstrate responsibility and behave respectfully (words and actions) for/towards themselves, each other, and the entire school staff.
29. The faculty and staff are strongly committed to the safety of everyone at PALMS. However, we ALL bear a responsibility and commitment to keep our community safe. Therefore, it is expected that, should a student become aware of any situation or event that is inappropriate for any reason, he/she has a responsibility to tell a teacher, administrator, counselor, or other responsible adult (e.g., Safe-2-Say)
30. **Students are to keep their hands and feet to themselves; at no time is unkind physical contact acceptable.**
31. Students are not permitted to let anyone into the building, even someone familiar to them. Our building entrance protocols must be followed at all times.



Be Respectful, Be Responsible, Be Caring, Make Good Decisions

GENERAL RULES & REGULATIONS CONTINUED FROM PREVIOUS PAGE

ONLINE LEARNING

Online learning is used at PALMS throughout the school year. Teachers have their courses set up in our Canvas learning management system. This information is designed to provide friendly reminders about our online procedures. We ask that students and parents read and become acquainted with the information contained herein. Our goal is to foster and promote a respectful learning environment by establishing behavioral supports and a positive social culture that allows all students to achieve social, emotional, and academic success.

Here is a general list of advice for online learners:

- Check email and Canvas daily
- Demonstrate online learning etiquette: communicate appropriately - be polite and use your manners
- Create a quiet and structured space for learning (e.g., desk or counter)
- Gather necessary materials and stay organized
- Engage with your online class and use tools (like headphones) to focus your attention
- Teachers will take attendance during each scheduled course (just like being in school) you have a responsibility to be **seen** and **heard** in order to be present in your education
- Demonstrate learning through completion of assignments
- Academic integrity - submit your own original work
- Seek help when needed (teachers, guidance, administration)
- Create balance by taking opportunities to work asynchronously and upload tasks
- Use Google Calendar/Canvas to stay organized
- Reach out to your teachers if you are overwhelmed
- Collaborate with peers using respectful language and behaviors
- Be patient with yourselves and your teachers - we are all learning together!
- Bookmark tabs such as: School Gmail, Canvas, PowerSchool
- Only use Canvas to submit work
- Keep your password and accounts private
- Canvas tracks every page access - teachers can see your activity
- Confirm work submission (Canvas Assignment, top right)
- Get enough sleep and take time to rest your eyes
- *Communication is important - don't be afraid to email your teachers, counselor, administration*

APPENDIX A CONTROLLED SUBSTANCES/PARAPHERNALIA (*Board Policy #227-revised 6/15/22*)

Purpose:
The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions:
For purposes of this policy, **controlled substances** shall include all:
1. Controlled substances prohibited by federal and state law. 2. Look-alike drugs. 3. Alcoholic beverages. 4. Anabolic steroids. 5. Drug paraphernalia. 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products. 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law. 8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy. 9. Performance enhancing frugs (PED).

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

Authority:
The Board prohibits elementary and middle school 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 prohibits high school students from using, possessing, distributing, and being under the influence of any controlled substances during school hours (not including over-the-counter medications outside of school hours) at any time, with exceptions noted below, 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.

1. Exceptions: High school students may carry over-the-counter medications during school hours for use at before or after school activities: The medication is in its original container; The medication is not accessed by the student or others during school hours; The student must report to the supervising adult that s/he has medication; and any use of the medication is only by the student carrying the medication and is immediately reported to the supervising adult.
2. Any violation of the above requirements may result in student discipline, including suspension of the privilege to carry medication.

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.

For the purposes of this policy and all School Board policies, "on-campus" and "off-campus" will be defined as follows.

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation (“on-campus”).

This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places (“off-campus”) when:
1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment; 2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; 3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs; 4. The conduct involves the theft or vandalism of school property; or 5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

APPENDIX A CONTROLLED SUBSTANCES/PARAPHERNALIA (*Board Policy #227-revised 6/15/22*) Continued

Off-Campus Activities: This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in Board policy on student discipline.

Delegation of Responsibility:

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which: 1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school. 2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances. 3. Provide education concerning the dangers of abusing controlled substances. 4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

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

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids and PEDS

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

Students shall be made aware annually of the dangers of steroid and PED use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

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.

APPENDIX B DISCRIMINATION/HARASSMENT *(from Board Policy#103– Revised 3/3/2021)*

Lou deFonteny is the district compliance officer, ext. 4009. His office is at 39 Thomas Free Drive, Kintnersville, PA 18930.

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.
The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related documents be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form, posted on the district website on the Title IX page, for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant documents followed.

APPENDIX B Discrimination/Harassment *(from Board Policy#103– Revised 3/3/2021)* Continued

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures, posted on the district website on the Title IX page, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, posted on the district website on the Title IX page, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, posted on the district website on the Title IX page. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, posted on the district website on the Title IX page, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notifcation of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the related documents and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Lou deFonteny is the district compliance officer, ext. 4009. His office is at 39 Thomas Free Drive, Kintnersville, PA 18930.

APPENDIX B Discrimination/Harassment *(from Board Policy#103– Revised 3/3/2021)* Continued

Definitions

Complainant shall mean an individual who is alleged to be the victim.
Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

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APPENDIX B Discrimination/Harassment *(from Board Policy#103– Revised 3/3/2021)* Continued

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

A. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

1. Length of relationship.
2. Type of relationship.
3. Frequency of interaction between the persons involved in the relationship.

B. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

C. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

D. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer and the Director of Student Services as the district's Title IX Coordinator. Contact information and role responsibilities for Title IX positions can be found on the district website on the Title IX page.

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

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APPENDIX B Discrimination/Harassment *(from Board Policy#103– Revised 3/3/2021)* Continued

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures, posted on the district website on the Title IX page.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, posted on the district website on the Title IX page.

Lou deFonteny is the district compliance officer, ext. 4009. His office is at 39 Thomas Free Drive, Kintnersville, PA 18930.

APPENDIX C WEAPONS and TERRORISTIC THREATS *Abbreviated Policies #218.1 and #218.2 (Revised 5/4/22)*

PURPOSE

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Terroristic threats by students present danger to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

DEFINITIONS

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, fa simile, telex and similar transmissions.

Terroristic Threats—shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

AUTHORITY

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity or while the student is coming to and from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. 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.

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan. When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

GUIDELINES

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

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons or a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat. The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations.

APPENDIX E ACCEPTABLE ELECTRONIC TECHNOLOGY USE *(Abbreviated Policy #815; Revised 4/18/18)*

1. **Purpose**: The Board recognizes the important role that computers, networks and other forms of technology play in a student's education and in the pursuit of the Palisades School District's educational goals. The Board, therefore, has authorized the administration to make available computing and networked information and other technology resources, such as the Internet, which may be used by students, faculty, staff, contractors, visitors, volunteers and others from this point forwards shall be referred to as "users". These resources, however, are intended to be used solely for educational purposes and/or to carry out the legitimate business of the Palisades School District.

2. **Authority**: The authorized use of district technology resources by anyone is considered a privilege which may be denied for inappropriate and/or illegal use as set forth in this and related policies and/or federal and state laws. Furthermore, violations of guidelines set forth by the school district or other improper use of these resources may result in disciplinary action in accordance with established disciplinary procedures for users.

   Unauthorized use of district technology resources is expressly forbidden. Such use will result in disciplinary action in accordance with established disciplinary procedures for users and/or will be formally reported to the proper legal authorities. Exceeding one's authorization to use district technology resources is also expressly forbidden. Any attempt to access private or secure data for which a user is not authorized is both a violation of this policy and may violate state and/or federal law.

   The Board expects all district technology users to be law-abiding citizens; to respect the rights of others, and to refrain from behavior which tends to impair the school district's purpose, which tends to impugn its reputation within the community and/or causes the district to incur expenses. The framework of responsible, considerate, and ethical behavior expected by the Board, as set forth in policy and guidelines, covers the use of the district's computers, networks, networked resources, software, and other district owned electronic hardware such as mobile devices, copiers, video equipment, and peripheral devices.

   The electronic information available to and prepared by anyone inside or outside the district does not imply endorsement of the content by the school district, nor does the school district guarantee the accuracy of information received on the Internet or through any other technological means. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

Policy 218, 226, 233,317:

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. The school district reserves the right to log and monitor district technology use by all users. Accordingly, system users possess no privacy expectation in the contents of their personal files or messages on the school resources and/or passed through the school resources. Specifically, routine maintenance, monitoring of the system, and monitoring of user activity may lead to discovery that the user has or is violating this or other Board policies and/or the law of the United States of America or the Commonwealth of Pennsylvania. Moreover, an individual search shall be conducted if there is reasonable suspicion that a user has violated the law or the district's policies. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. Use of district technology resources, as well as any information obtained through these resources is at the user's own risk. The district makes no warranties of any kind, either express or implied, that the functions, services or data provided by or through the district technologies will be error-free, virus-free or without defect. Specifically, the district shall not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The district also shall not be responsible for the accuracy or quality of information obtained through or stored on these resources. Finally, the district shall not be responsible for any financial obligation arising from the use of the district technologies. The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

3. 47 U.S.C. Sec 254—**Guidelines** :

The Board establishes that the following materials, in addition but not limited to those stated in the law, are inappropriate for access by students:

1. Materials which promote or encourage illegal activity.
2. Materials which promote, encourage or facilitate hate groups.
3. Materials which instruct an individual in how to create destructive devices such as bombs, explosives, other weapons and weapon modifications such as creating automatic weapons.
4. Materials or visual depictions that are obscene, or which constitute pornography.

24P.S. Sec.4604; 20 U.S.C. Sec. 6777; 47 U.S.C. Sec.254; 47 CFR Sec.54.520: The district provides users with access to various electronic resources including a wide range of educational materials supporting the district's mission through Internet and computer online services. Palisades School District uses content filtering technology in compliance with the Children's Internet Protection Act (CIPA) and all school computers with Internet access to protect against objectionable web content. However, no web filtering technology is 100% effective. The Board directs the technology department to monitor Internet activity to ensure the effectiveness of the filtering technology, but he district makes no warranties or guarantees as to its effectiveness.

Password Protection

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual;.
2. Users shall not use a computer or other application that has been logged in under another user's name, or to log in to a computer with another user's credentials.
3. The Board authorizes the Superintendent or his/her designee to deny access to district technology resources to any user identified as a security risk or having a history of problems with the district or other computer systems.
4. Passwords are to be changed pursuant to district best practices which are in compliance with state mandates and the Pennsylvania Auditor General's office directives.

Privacy

There is to be no expectation of privacy when using district hosted communications systems (i.e. e-mail, hosted blogs). Fields stored on school computers or network systems are not private. The district has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All files stored on district technology resources are property of the district and no user shall have any expectation of privacy regarding such files.

Etiquette

Users are to use school-appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is prohibited through the use of district technology resources. District technology resources may not be utilized to create, distribute, or redistribute materials that could be considered obscene, bullying/harassing, or based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. The district harassment and bullying policies apply to the use of district technology resources. Such resources may not be used for political campaigning/lobbying (except for student elections) or for the promotion of hate groups or hate speech. Any network user who receives threatening or unwelcome communications shall report such communications immediately to a teacher or administrator.

Employee Use

Incidental personal use of district technology is acceptable for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. **Incidental personal use** is defined as use by an individual employee for occasional personal communications not occurring during instructional time, and which is not otherwise prohibited by this policy.

Web Tools

Uses of teacher sanctioned Web tools, such as blogs, podcasts, video conferencing, online collaborations, etc., are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of these Web tools. Students using these Web tools are expected to act safely by keeping ALL personal information, as defined in district policy 816, out of their posts. Comments made on school-related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted.

17U.S.C. Sec. 101 et seq; Pol. 814—Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Internet Technology Protection Measure Bypass

The use of anonymous proxy servers or other means to bypass the technology protection measure(s) is strictly prohibited and is a direct violation of this policy. Similarly, it is a direct violation of this policy to tether any district technology resource to a non-networked device as a means to bypass the technology protection measure(s).

Illegal and Prohibited Activities

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (1) tampering with computer hardware or software, (2) software piracy (3) unauthorized entry into computers and files (hacking), (4) knowledgeable vandalism or destruction of equipment, (5) deletion of computer files belonging to someone other than oneself, (6) uploading or creating of computer viruses, (7) distribution of obscene or pornographic materials, and (8) communication of inappropriate content. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Financial and legal consequences of such actions are the responsibility of the user. Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.

Personal Electronic Devices

The Superintendent or designee shall develop administrative regulations for the use of personal electronic devices on district property, whether they are connected to the district network or any other network.

Education of Minors

The district shall educate minors about network etiquette and appropriate online behavior. This curriculum shall include, but not be limited to, education on interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website or affiliated websites shall comply with this and other applicable district policies and administrative regulations, including guidelines for privacy of identifiable information.

Consequences For Inappropriate Use

Inappropriate use shall result in disciplinary action in accordance with established Board policies and disciplinary procedures for users. If the inappropriate use violates federal or state laws, it shall be formally reported to the proper legal authorities.

In addition, the network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. Vandalism shall 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. Users found to be in possession of tools used to compromise computer or network security are subject to consequences in accordance with applicable laws.

The Superintendent or designee shall be responsible to carry out disciplinary action with regard to improper use of technology.

Failure to comply with this policy or inappropriate use of the Internet, district network, electronic technology or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

References:

School code – 24 P.S. Sec. 1303.1-A; PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312; Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.; U.S. Copyright Law – 17 U.S. C. Sec 101 et seq.; Sexual Exploitation and Other Abuse of Children - 18 U.S. C. Sec 2256; Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777; Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254; Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520; Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814

APPENDIX E1 Internet Acceptable Use Guidelines

Internet access is available to students and teachers in the Palisades School District. We are very pleased to have Internet access, and firmly believe that it offers diverse and unique resources to students and teachers. Our goal in providing this service is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Access to the Internet will enable students to explore thousands of libraries and databases from all over the globe.

With this global access comes the availability of material that may not be considered to be of an educational value in the context of a school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Palisades School District has taken precautions to restrict access to such controversial material; however, it is possible for an industrious user to discover it. Yet, we firmly believe that the benefits of Internet access far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

The purpose of this agreement is to ensure that use of Internet resources is consistent with the District's stated mission, goals, and objectives. Smooth operation of access to the Internet relies heavily upon the proper conduct of the students and faculty. Strict guidelines are provided here so that you are aware of the responsibilities that you, as a user, are about to acquire. If a Palisades School District user violates any of these provisions, his or her account will be terminated and future access could be denied in accordance with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The parent and any student in grade 6 or higher must sign this document. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. Once signed, this form is to be returned to your child's homeroom teacher.

Terms and Conditions:

1. The purpose of Internet access is to support research and education in the Palisades School District by providing unique resources and the opportunity to perform collaborative work. The use of your account must be in support of education and research and consistent with the educational goals and objectives of the District. Use of other organization's networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. Users are expected to abide by generally accepted rules of network etiquette. These include (but are not limited to) the following: ●Be polite. Do not write/send abusive messages to others. ●Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. ●Do not reveal your personal address/phone number, or those of others. ●Your use of the Internet should not disrupt the use of the network by others (e.g. downloading huge files during prime time; annoying others by using the broadcast or talk functions).
3. Access is a privilege – not a right, and entails responsibility on the user's part. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time, as required by or at the request of the administration, faculty, and/or staff of the Palisades School District.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users cannot transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Palisades School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting form delays, non-deliveries, mistaken deliveries, or service interruptions caused by it's own negligence or your errors or omissions.
7. Security on any computer system is a high priority, especially when the system involves many users. ● If you feel you can identify a security problem, you must notify the system administrator. ●Do not demonstrate the problem to other users. ●Do not use another individual's account. (Attempts to log into the system as any other user will result in cancellation of user privileges). ●Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
8. Vandalism of any kind will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network or any other agencies that are connected to the Internet. This includes but is not limited to, the uploading or creation of computer viruses.
9. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
10. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to, or in support of illegal activities may be reported to the authorities.
11. Anyone who witnesses or is aware of the inappropriate use of a computer on school property is held responsible to report the incident to a teacher, staff person, or administrator immediately.

APPENDIX E2 Acceptable Personal Device Use Administrative Regulation

Technology has become an essential part of education at Palisades School District. Students today have access to a wide variety of mobile computing devices outside of school that they can use for research and assignments. With many students owning mobile computing devices and frequently using these devices for their school work, the district has recognized the need to allow students to utilize their own technology in a more seamless way at school. A filtered Internet connection on a "guest" wireless network will be provided for student use. Students may wish to use portable devices such as laptops, tablets, netbooks, or phones for word processing, presentation development/ delivery, as well as recording of audio and video. Students may also be able to take advantage of portable devices to participate in polls which may require texting in which case, text charges may apply. Students and parents need to be aware of several rules and requirements before a device is brought to school:

1. The student is solely responsible for any equipment that he/she brings to school. The Palisades School District is not liable for lost, stolen, damaged, or inappropriately used equipment. Students are encouraged to secure any devices in their lockers.
2. Student devices are to be used only in approved classrooms (at principal and/or teacher discretion) and with a specific educational purpose. The device should remain off and out of site in all other instances while on school grounds. Student devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging). Inappropriate use of the device may result in confiscation of the device and/or disciplinary action.
3. Students are permitted to use personal devices for non-educational purposes on the school bus or when not in an instructional setting.
4. Students may not use the camera or audio recording features of any device without the prior consent of the classroom teacher. Students are not permitted to film or take photos of another student without prior consent, as this could constitute a violation of the "Media Non-Consent" form that the student's guardian may have signed.
5. Students are not permitted to use their own cellular network to access the Internet as this is a violation of our Acceptable Electronic Technology Use Policy No. 815 and the Children's Internet Protection Act (CIPA). Palisades School District will not be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
6. Students should not share their personal devices with anyone.
7. Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
8. The Palisades technology staff will not service any non-district owned technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable. Any device found to contain viruses or malicious software will be quarantined from the Palisades network and not permitted to connect until the device is deemed to be in a healthy state.
9. The district reserves the right to monitor personal device network and Internet activity while the device is connected to a Palisades School District owned and operated network.
10. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC polices are broken.
11. If a student is listening to music or other applications that have an audio component, they must use headphones or earbuds unless they've been requested to share the audio with others by the classroom teacher. The use of headphones, or earbuds is permitted after boarding a school bus, but for student safety, headphones or earbuds are not to be used while boarding or exiting the school bus.

APPENDIX F Palisades School District School Board Policy 249 Bullying/Cyberbullying

Revised May 4, 2022; Adopted February 6, 2013

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

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. Creating a threatening environment; 3. Substantial disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. **School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying by district students. The Board encourages students who believe they have been bullied to promptly report incidents to the building principal or designee. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Title IX Sexual Harassment and Other Discrimination: Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality: Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation: Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action

Delegation of Responsibility:

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

District administration shall annually provide the following information within the Safe School Report : 1. Board's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention, or education programs.

Guidelines:

The Code of Student Conduct which shall contain this policy shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on a district website.

Education: The district may develop, implement, and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations: A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct which may include: 1. Counseling within the school. 2. Parental Conference. 3. Loss of school privileges. 4. Transfer to another school building, classroom, or school bus. 5. Exclusion from school-sponsored activities. 6. Detention. 7. Suspension. 8. Expulsion. 9. Counseling/Therapy outside of school. 10. Referral to law enforcement officials.

APPENDIX G

Palisades Cyber Academy — Attendance Protocol

Attendance for *Palisades Cyber Academy Students* may be achieved in one of the following manners at PALMS:

Synchronous Courses: (courses which have a daily scheduled time for teacher and student interaction, e.g., English, math)

- Students must attend all scheduled class times for the day. Teachers will mark attendance as if the student were seen face-to-face. In order for a student to be present they must arrive on time and remain in class for the entire period, and be seen and heard during scheduled class time.
- If a student misses two scheduled class times, then they will be marked a 1/2 day absent.
- If a student misses three or more scheduled class times, then they will be marked a full day absent.
- All Palisades attendance procedures will be followed with regard to compulsory attendance, see page 2 of this handbook.

Asynchronous Courses: (courses that do not have a daily scheduled time for teacher and student interaction, e.g., art, gym)

1. Student must meet the minimum time commitment of 1/2 hour per course per day (2.5 hours per week) for the full calendar week (7 days – Sunday through Saturday).
2. Student meets the minimum weekly workload as outlined by the teacher of record in the course pacing schedule and weekly announcements.
3. Student does not meet the criteria for attendance as outlined in options 1 or 2, but based on the teacher's calculation of assessments completed and consideration for login time, communication, and additional work completed - attendance is achieved. The teacher will notify the parent of attendance concerns. The teacher will notify the administrator, if the pattern continues.

- All students enrolled in cyber or blended courses will be made aware of attendance policy and its availability online at the school website and as part of the student handbook.
- **Upon the 7th Day of Accumulated Excused / Unexcused Cyber Absence:**
- Parent(s) or guardian(s) will receive a time log of student online activity.
- Parent(s) or guardian(s) may also be required to meet with the administrative team or sign an agreement regarding their understanding of the attendance policy within 5 days.

APPENDIX H

Notice to Parents of Children Who Reside in the Palisades School District

In compliance with state (Chapter 14) and federal law, notice is hereby given by the Palisades School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need to special education and related services. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to a disability.

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech and language. You, as the parent, may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for screening and multidisciplinary evaluation are to be made in writing to the principal of your child's school, or to Mr. Lou deFonteny, Director of Pupil Services, Palisades School District, 39 Thomas Free Drive, Kintnersville, PA 18930.

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

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), and rights to due process procedures, you may contact the building principal in writing, or Mr. deFonteny, as noted above.

In compliance with state law (Chapter 16), the district provides screening and evaluation services to determine whether students are in need of enrichment and/or acceleration opportunities beyond those provided within the regular education program.

When a student is identified as Mentally Gifted, an individualized educational program plan is developed and provided at no cost to student or parent. Screening and evaluation procedures include referrals from parents or teachers, administration of a class-wide ability measure in grade 2, review of performance on standardized achievement measures, and individual assessment of academic and cognitive skills. Parents may initiate the screening or evaluation process; however, only one evaluation to determine eligibility for gifted services will be honored within a school year. Such requests are to be in writing to your child's principal.

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

APPENDIX I

Confidentiality and School Records Policy

To facilitate the educational interests of our pupils, the school collects, maintains and disseminates educational records. Directory information is housed in the school office and includes such items as the registration form, report cards and results of standardized tests. The confidential file is maintained by the school counselor and contains the results of individual testing, personal information, and special education reports. The student's health record is kept on file by the school nurse.

These records are available to parents, and students age 18 and over. To review any or all of these records, a written request must be sent to the building principal. An appointment will be scheduled. During the appointment, the school counselor or other professional personnel will be present to answer questions.

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

Your child's confidential file is reviewed at the end of the 3rd, 5th, 8th, and 12th grades by the school counselor. Material no longer necessary is destroyed. Official administrative records will be maintained in perpetuity by the school district. Confidential records will be destroyed two years after graduation, or by age 23 for students who withdraw from school, with the possible exception of certain special education records.

A copy of the Student Records Policy and its accompanying Procedures is available for review in every school office.

APPENDIX J **Suicide Awareness, Prevention and Response**

Board Policy Number 819, **Adopted**: August 19, 2015; **Last Revised:** January 17, 2024

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community; promoting healthy development; and safeguarding against the threat or attempt of suicide. This policy supports the provision of a comprehensive district program of education, training and resources designed to promote school connectedness and behavioral health, and prevent suicide

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; methods of prevention, intervention and response to suicide attempt or suicide; and reporting procedures.

The district is committed to providing access to age and developmentally-appropriate youth suicide awareness and prevention supports and resources to all district students, without bias or discrimination. The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.

Definitions

Behavioral health - the emotion, behaviors and biology related to a person's mental well-being, their ability to function in everyday life and their concept of self.

Behavioral service providers – include, but are not limited to, state, county or local behavioral health service providers, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.

Bias – the attitudes or beliefs we have about a person or group that affect our understanding, actions and decisions in a conscious or subconscious manner.

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment. The Individualized Management Plan is developed primarily for documentation and communication purposes.

Postvention – a multi-component crisis response to provide support, promote healing after a tragic loss and to minimize risk of contagion after a suicide.

Prevention - refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support and protect the behavioral health and wellness of individuals.

Protective factors - refer to characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.

Resilience - the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress, or "bouncing back" from difficult experiences

Risk factors - refer to characteristics at the biological, psychological, family, community or cultural level that precede and are associated with a higher likelihood of negative outcomes, including suicide.

Safety Plan – an agreement developed between the student, parent/guardian, appropriate team members and behavioral health professionals, following a suicide screening or assessment, that documents communications, conveys an understanding of the seriousness of the student's distress and provides a set of skills and resources the student can use in a crisis.

School connectedness - the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

School personnel - include, but may not be limited to, administrators, teachers, school-based behavioral health professionals (e.g., school counselor, school psychologist, school social worker), paraprofessionals, support staff, coaches, bus drivers, custodians and cafeteria workers.

Self-harm – behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either suicidal or nonsuicidal.

Suicide - death caused by self-directed injurious behavior with intent to die as a result of the behavior.

Suicide attempt - a potentially self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves.

Suicide threat - a verbal or nonverbal communication that an individual intends to harm themselves with the intention to die but has not acted on the behavior.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Warning signs - evidence-based indicators, often observable, that someone may be in danger of suicide, either immediately or in the very near future.chologists) from other school districts may be utilized in times of crisis)

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Delegation of Responsibility

The Superintendent or designee, in collaboration with designated school personnel, shall develop administrative regulations regarding the district's protocols for response to suicide threats, suicide attempts and suicide.

Guidelines

SUICIDE AWARENESS AND PREVENTION EDUCATION

Suicide Awareness and Prevention Education for Students

Students shall receive age and developmentally-appropriate, student-centered lessons on the importance of safe and healthy choices, coping strategies focused on resiliency, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage school resources.

These lessons shall be integrated into the curriculum of health classes and other classes as appropriate. The lessons may be taught by health and physical education teachers, classroom teachers, student services staff or community service providers.

Programming related to suicide prevention shall be delivered in small group or classroom settings; not in a large group or auditorium setting.

District staff shall provide resources and access to counseling staff for students participating in programming, who may struggle with the topic of suicide prevention.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development by:

1. Informing students about broader behavioral health issues such as depression and substance use, as well as specific risk factors, protective factors and warning signs for suicide.
2. Encouraging students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer or other individual.
3. Promoting a healthy school climate where students feel connected to and can identify trusted adults in the building.
4. Providing local, state and/or national resources for seeking help.

Suicide Awareness and Prevention Education for School Personnel

All school personnel shall receive written information about the district's protocols for suicide awareness and prevention, including risk factors, warning signs, response and communication procedures, referrals and resources.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.

The district shall make required training and refresher training available on an ongoing basis, so that educators may fulfill training requirements throughout the required timeframe.

School safety and security training for employees may include suicide awareness.

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, threat assessment team members, designated administrators, school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The district shall provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs, and information about local, state and national behavioral health resources.

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METHODS OF PREVENTION

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports. The methods of prevention utilized by the district include, but are not limited to, education, training and awareness; early identification and support for students at risk; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Information received in confidence from a student may be revealed to the student's parents/guardians, the building principal, the threat assessment team and/or crisis response/intervention team or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy, in accordance with applicable law, regulations and Board policy.

Suicide Prevention Coordinators

District-Wide -

A district-level suicide prevention coordinator shall be designated by the Superintendent or designee. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building-Level -

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee, who may also be a member of the threat assessment team.

Early Identification Procedures

Early identification of individuals with warning signs or suicide risk factors that appear to adversely impact the student is crucial to the district's suicide prevention efforts. To promote awareness, school personnel, students and parents/guardians should be educated about suicide risk factors and warning signs.

Referral Procedures

Any school personnel who observes a student exhibiting a warning sign for suicide, or who has another indication that a student may be contemplating suicide, shall immediately refer the student for suicide risk screening and/or assessment and intervention in accordance with Board policy and district procedures.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student, or other indications of self-harm, should be referred to an appropriate team or staff member (e.g., principal, school counselor, Student Assistance Program team) for support and follow-up.

When a student's behavior indicates a threat to the safety of the student, school personnel shall report the student to the threat assessment team, an appropriate member of the team or the suicide prevention coordinator. The threat assessment team, crisis response/intervention team and designated staff responsible for conducting or arranging suicide risk screening and assessment shall coordinate to provide assessment and intervention in accordance with Board policy and district procedures.

School personnel shall arrange for or provide continuous adult supervision to ensure the student's safety.

Safe2Say Something

When the district receives a report through the Safe2Say Something program, members of the Safe2Say Something team shall coordinate with the appropriate emergency dispatch center(s), local law enforcement and/or district team, in accordance with district procedures.

Documentation

The district shall document the referral, including specific reasons identified as indications that the student may be at risk.

METHODS OF ASSESSMENT ANS INTERVENTION; METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE; DOCUMENTATION PROCEDURES; SUICIDE AWARENESS, PREVENTION, AND CRISIS RESOURCES can be found in the full policy 819

Crisis Resources:

National Suicide & Crisis Lifeline: 988 or visit http://988lifeline.org

National Suicide Prevention Lifeline: 1-800-273-TALK (8255) or visit http://www.suicidepreventionlifeline.org/

Crisis Text Line: TEXT 741741 or visit http://www.crisistextline.org/

APPENDIX K

Medication Procedures

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

- Patient's Name
- Name of medication
- Route and Dosage
- Time of medication administration
- Directions
- Reason for medication
- Discontinuation date
- Does child take any other medication
- Licensed prescriber signature
- Licensed prescriber's printed name

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

***** *Medication dispensing instruction forms can be obtained from your school office, school nurse, or from the district website.*

APPENDIX L

Homeless Services

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

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

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

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

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

Palisades Board Policy

Palisades parents, students, and employees are encouraged to review board policies which can be found through our website by accessing School Board and Board Policies: BoardDocs Specifically, policies numbered: 103, 122.1, 204, 218, 219, 220, 221, 222, 226, 227, 237, 249, 815, and 824 should be reviewed annually.