



POTTSGROVE HIGH SCHOOL

**1345 Kauffman Road, Pottstown, PA 19464
610-326-5105**

**Student Handbook
2020-2021**

FOREWARD

The Handbook is published as a guide to students, parents and teachers. The thought behind this publication is to furnish a source of information as an aid to students so they may profit by the experience made available by the school, to parents to better understand the underlying philosophy and practices of the school, and to teachers.

ALMA MATER

*Words by Kenneth Gambone – Faculty Member, 1957
Tune – American Hymn*

Hail Alma Mater!
Your praises we sing.
Welcome Alumni, so loyal and true,
Thunders of cheers fill the oldest hallowed halls.
Toast to the Falcons, who wear the Maroon and White.
Hail Pottsgrove High School, your praises we sing.

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COMMUNITY RELATIONS POLICY EQUAL OPPORTUNITY POLICY

The Federal and State governments as well as the State Board of Education have enacted laws and issued directives protecting and granting equal opportunity to students and employees within the Commonwealth.

In like manner, the Board of School Directors of the Pottsgrove School District reaffirms its commitment to a policy of providing equal educational and employment opportunities for all pupils and employees commensurate with their needs, abilities, and diverse cultural backgrounds.

The Board endorses the principle of equal educational and employment opportunities and prohibits discrimination on the basis of sex, handicap, race, color, religious creed, national origin or age. Information about rights or grievance procedures, contact the Title IX and Section 504 coordinator, Dr. Bill Shirk, Pottsgrove School District, 1301 Kauffman Road, Pottstown, PA 19464. Phone: 610-327-2277

DIRECTORY OF SCHOOL PERSONNEL

POTTS GROVE SCHOOL BOARD

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David Ramage, Ph.D.
Director of Integration for &
Learning and Instruction

Gary Derenzo
Director of Co-Curricular Programs
Community Relations

BUILDING ADMINISTRATION

William T. Ziegler, Ed. D.
Principal

Eric Daney
Assistant Principal

Todd Van Horn
Dean of Students

Steve Anspach
Director of Athletics

GUIDANCE COUNSELORS

Jill Bossler A – E
Kyra Ebert Li – Ror

Don Petrella F – Le
Lisa Childs Ros – Z

Expectations of High School Students

As teenagers approach adulthood, it is important that they assume more personal and academic responsibility.

*The following are expectations of **all** high school students.*

Students will:

- treat all students, staff, faculty, and guests with respect and dignity.
- live out the Falcon Four - Be Safe, Be Responsible, Be Respectful, and Be Positive
- be a contributing member of our Pottsgrove school community
- celebrate the diversity of our Pottsgrove school community
- come prepared with the mindset and supplies to actively engage in learning
- give back to their community by serving and supporting others
- share their academic progress and achievements with their parents/guardians.
- be responsible to complete their own work with minimal parental assistance.
- return from an absence and take the initiative to ask their teacher for make-up work on the day they return to school.
- notify teachers in advance to receive assignments for a planned absence from school.
- approach their teacher directly with questions when they recognize that they are having difficulty with material.

Pottsgrove Together - We Are Stronger Together

As a safe and supportive school community, we value each person and believe that our differences make us stronger and more resilient. Our school is a community that accepts each person for who they are and it's our goal to help each other live out our dreams in order to make our world a better place.

We stand against any and all acts of hate, bigotry, prejudice, racism, disrespect and the inequitable treatment of people.

ARRIVAL AND DISMISSAL

All bused students will enter the cafeteria and remain until dismissed. All students that drive will park in the student lot and enter through the gymnasium lobby and remain in the main lobby until dismissed. Those students that are driven by parents are to be dropped off at the main entrance and remain in the main lobby until dismissed. Only those students having made prior arrangements with teachers are allowed to proceed to other parts of the building before 7:23 a.m. All students are dismissed from school promptly at 2:17 p.m.

ATHLETICS & CO-CURRICULAR ACTIVITIES

Athletic Eligibility

Pennsylvania Interscholastic Athletic Association (PIAA), the governing body for all interscholastic sports, requires students to be passing four major subjects or their equivalent. Eligibility is determined every week. Class standing is defined as the grade or mark in a given subject for all work covered from the beginning of the semester or year to date.

Eligibility is reported weekly from Power School by the Director of Athletics and Student Activities. Teachers are encouraged to maintain up-to-date grades in Power School. The Director of Athletics & Student Activities and/or their Coach will notify any student athletes who are ineligible.

In order for a boy/girl to compete in interscholastic athletics and all programs defined as co-curricular he/she must fulfill all the regulations and requirements set forth by the P.I.A.A. and the Pottsgrove School District. The major requirements are as follows for all athletes, and students who participate in co-curricular programs, including but not limited to clubs, theater, dance, musical and service programs:

- A. Must be amateurs
 1. Cannot play under an assumed name.
 2. Cannot receive money
 3. Cannot sign a contract to play for a professional team.
- B. Must receive a cumulative passing grade in four credits as per Article IX, Section I, P.I.A.A. – *How to Ascertain Class Standing*
 1. Scholastic eligibility shall be determined by ascertaining the pupil's class standing in each subject, at intervals of one week, during the current marking period. Class standing is defined as the grade or mark in a given subject for all work covered from the beginning of the marking period to the current week in that marking period to date. Weekly marks shall be effective for a period of one week from the date of issue. If the official report as recorded on the pupil's report card shows that a pupil is ineligible, he/she shall remain ineligible until his/her back work has been made up, in conformity with the requirements of this article.
- C. How Academic Ineligibility Affects Participation. A student/athlete must have a minimum of a 65% grade for the current marking period in at least 4.0 credit subjects as per the P.I.A.A. constitution and by-laws and Pottsgrove's policy to be deemed eligible to participate. If a student/athlete does not have a 65% or better for 4.0 credits they are ineligible to participate and the following guidelines apply:
 1. High School Students. All students who participate in co-curricular programs may not be failing 2 or more major subjects, while maintaining a minimum of passing 4.0 credits.
 2. Middle School Students. All students who participate in co-curricular programs may not fail more than a total of 2 subjects, whether they are major or elective classes.
 3. Both HS and MS Students will be permitted one week of a probationary period to improve their grade by the following Friday at 3:00 pm. If after one week and they have not met the academic criteria and are not passing the required 4.0 credits per PIAA By-Laws, they will be ineligible for the following week. If a student does not meet the academic standard after 3 consecutive weeks, they will be removed from

the program for a period of 15 school days for yearly co-curricular programs and/or the remainder of that season for an athlete.

4. How Academic Ineligibility Affects Participation in Contests:
 - a. A student/athlete who is ineligible will not be able to participate in a contest and:
 1. Will not be dismissed early from school to attend a contest of his/her particular team.
 2. May attend a home game after the conclusion of the regular school day and any additional academic assistance that may be assigned to them. Student/athlete is not permitted to dress in uniform, however, they may wear their team jersey.
 3. Participants may attend an evening contest provided they have completed the regular school day, if the game is an away contest and the athletes are not dismissed early, the student-athlete may attend via team bus. Student/athlete is not permitted to dress in uniform, however, they may wear their team jersey.
 4. All students who are ineligible must attend at least 3 sessions of additional classroom and/or tutorial sessions to return to their respective team or program.
 - b. Students that are ineligible are unable to participate in contests from that Sunday through the following Saturday.

D. How Absence Affects Eligibility and Participation (Article III, Section II)

1. Contests: A pupil who has been absence from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of forty-five school days following his/her twentieth day of absence. Exceptions are death in immediate family, confining illness or injury; such excused absences may be waived by the P.I.A.A. District One Committee at a hearing.
 2. Practices: A pupil may practice during this ineligible period due to absence
- E. Must attend school the day of the game/practice. Any exception to the rule must have the prior approval of the Director of Athletics and the Principal. In the case of illness, the high school participant/ athlete must be in school by 8:00 a.m. The middle school participant / athletes must be in school by 8:30 am. If the nurse sends the participant / athlete home, they may not participate that day. Doctor's appointments are legitimate excuses for tardiness, however, appointment cards must be presented to both the attendance desk and the athletic office prior to the event/practice.
 - F. Behavior unbecoming a participant / athlete, could result in the Athletic Director/Principal revoking the privilege of a student to participate in an athletic event.
 - G. If the age of 19 is attained on or after July 1st, the pupil shall be eligible to compete in athletics through that school year.
 - H. Athlete must return all equipment for a sport or they cannot participate in the next season. Example: football equipment returned before the start of wrestling.
 - I. The P.I.A.A. provides a student the opportunity to participate in interscholastic athletics for a period of not more than 8 consecutive semesters beyond the eighth grade and 4 consecutive semesters beyond sixth grade.

Non-Athletic Co-Curricular Activities & Events

In addition to the PIAA guidelines for eligibility, the Pottsgrove High School imposes the following requirements on all students. We expect all students to represent themselves, their families, their organization and their school favorably at all times. The following basic rules apply to all students:

- A. Any student suspended from school is ineligible for participation in activities during the time of the suspension.
- B. Coaches, faculty advisors, or club sponsors of any organization may establish additional rules and procedures for members. They may also establish disciplinary action for a breach in rules and procedures.

- C. Students who are absent or tardy unexcused after 8:00am will be ineligible for that day's activities.
- D. Students with ten or more disciplinary infractions, 10 unexcused absences or 10 unexcused tardies may not be permitted to participate in activities/events such as: Color Day, class trips, proms, etc.
- E. Passing courses in alignment with the PIAA Rules and Regulations (See above guidelines)
- F. School activities are for Pottsgrove students only unless the activity has a procedure for allowing guests.
- G. All school rules are to be followed and consequences will be issued for violations.

Participation in After School Events

In order to attend or participate in an activity/athletic event scheduled after the close of any day, it will be necessary for the student to be in attendance the full day, at both the morning and afternoon session of that particular day, unless the office for exceptionally urgent reasons excuses him/her.

Pioneer Athletic Conference Code of Conduct

In the interest of good relationships in the field of athletics, all spectators are asked to:

1. Show respect for their country by standing attentively when the American Flag passes and during the playing and singing of the National Anthem.
2. Show their respect by standing for the Alma Maters of both schools.
3. Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes, by not booing participants on the playing areas and by respecting property.
4. Show respect for the game officials and refrain from booing their decisions or interfering with their control of the contest.
5. Refrain from vulgarity and indecent gestures, which are reflections of immaturity.
6. Cheer under the organized guidance of the cheerleaders. Cheers to interfere with opponent's cheering are prohibited. Foot stomping in stands is to be eliminated.
7. Refrain from using noisemakers and signs in any gymnasium or at indoor contests.
8. Refrain from littering premises, throwing confetti or paper and tossing objects onto the playing areas.
9. Support musical groups for indoor activities. However, such groups must be organized, school-sponsored and supervised to play only before games and during half-time.
10. Do not bring to any indoor contest any type of radio or audio tape player.
11. Follow the Code of Conduct for promoting good sportsmanship, adults and students alike.

Pioneer Athletic Conference schools reserved the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

Any student-athlete who has been ejected from a PIAA sanctioned event for unsportsmanlike behavior or misconduct will be suspended from participating in the next (2) PIAA sanctioned game contests and/or events. If the ejection occurs at the end of the season, the suspension will carry over to the next season in which the student-athlete participates.

Any Pottsgrove student spectator who is removed from a PIAA sanctioned event by a representative of the school, an opponent's school, and/or a PIAA referee/umpire will be subject to a 90-day suspension from events in which Pottsgrove is a participating school. Consequently, a second ejection will result in a 180-day suspension from said activities.

Starting a New Club/Activity

In order to begin the development of a new school-based club, the interested student(s) must meet with Mr. DeRenzo to discuss the foundation of the club and the steps necessary to move forward.

ATTENDANCE

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefit of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic program. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in every state in the nation.

Absence

1. Each time a student is absent from school, he/she must present a written excuse signed by the parent or guardian to the attendance clerk within three school days of his/her return. The written excuse should include the following: student's full name and grade, date of absence, reason for absence, and parent contact information and signature. This written excuse is required even if a parent or guardian has contacted the school regarding the absence. The absence is recorded as unexcused until the student provides an excuse note. This note is expected within the three days immediately following the absence.
2. It is essential that the reason for absence be clear and well defined. Lawful excuses are granted for the following reasons: religious holiday, sickness, quarantine, death in the family, impassable roads, educational trips (when requests have been approved), "exceptional urgent reasons." Excuses of a doubtful nature will be investigated. Claims of continued or repeated illness justify an administrative request for a doctor's excuse.
3. For periods of three days or more, excused absences may only be granted based upon a doctor's certificate of illness justifying the absence.
4. After a student is absent for a total of 10 school days for any reason, he/she will be required to present a doctor's excuse for every absence because of illness.
5. Make-up tests for excused absences will be administered after school or at the teacher's convenience and discretion. (See "Making Up Work" in handbook for further guidelines.)
6. Excessive absences will jeopardize a student's eligibility for summer school. Students with more than 20 days absent will not be permitted to attend Summer School and may be ineligible to participate in dances, prom, class trips, field trips, and extracurricular activities.
7. Students who are out because of an illness, injury or other extenuating circumstances for over 10 school days must request homebound instruction through the Director of Guidance. Homebound will be approved on a case-by-case basis. A doctor's note should accompany this request. Students receiving homebound instruction may not attend extra curricular activities based on obvious health concerns.
8. If you are out of school for 5 consecutive days, you must present the school with a doctor's note on the sixth day of absence. Even if the student does not return to school, the parent must submit a doctor's note on the sixth day absent or the days will be marked as unexcused. Otherwise, the absences will be marked as unexcused.

Absence for College Visits

An absence from school to attend a college admissions interview will be excused providing prior arrangements have been made with the guidance department.

Absence for Educational Trips

Upon receipt of a written parental request, students may be excused from school to participate in an educational tour or trip with the approval of the High School Administrators and the District Superintendent. The following procedures should be followed:

1. A request form must be on file from the parent/guardian two weeks before the trip.
2. The responsibility to obtain makeup work and to satisfy academic requirements lies directly with the student and parent.
3. There is a (5) day limit on educational trips during any school year. Requests to be absent during the first and/or last week of the school year will not be granted.

Early Dismissal

1. If at any time a student's parent or guardian finds it necessary to have the student leave school before the end of the day for a reason other than personal illness or death in the family, the student must bring a request written and signed by the parent or guardian, stating the time the student is to leave and the reason for leaving.
2. All students being excused early for a doctor's appointment must take their note to the front desk by first period. School officials reserve the right to verify the appointment with parents and/or the medical practitioner.
3. Under normal circumstances students will not be allowed to leave school for haircut appointments or other commitments that can be scheduled on weekends or after the school day.
4. Only in emergencies will students be permitted to leave the school premises without the note and then only by personal application of the parent or guardian to the proper school official.
5. A student who becomes ill during the school day may not be excused from school unless permission is obtained from the school nurse.
6. At the designated time for the student to leave school he/she must report to the front desk to sign-out. Upon the student's return to school he/she again reports to the front desk and signs in on the same sheet and then reports to his/her class.
7. If the dismissal was due to a medical appointment, the pupil will be excused for the appointment and travel time only and is expected to return to school with a verification card or note from the doctor. If deemed necessary by the doctor or dentist that the student remains absent for the remainder of the school day, the verification card from the doctor must be returned to school the following day. Failure to return the verification card within three (3) school days of the appointment will result in an unexcused absence.
8. Proper identification must be shown by the parent/guardian in order for the student to be released from the school. No student is permitted to leave school at any time without the permission of the school nurse or an administrator.

Tardiness

Tardiness is lateness to school. Tardiness interferes materially with the orderly and efficient administration of the school program. After the tenth excused tardy, a student must present a Doctor's note. Tardiness is not excused for missing the bus, oversleeping, car problems, weather conditions, etc. In order to promote punctuality, the following rules apply:

1. A student coming to school late must report to the front lobby and receive a late slip. Any student arriving after 11:15 a.m. will be considered absent for a half day.
2. Discipline will be administered for students that are chronically tardy unexcused to school.
3. A student who is tardy but excused must see their teachers to make up all class work. If a test, quiz, or other graded activity was missed, a student must complete that work the next school day.
4. If more than 15 minutes of a class is missed, a student will be marked absent for that period.

AUTOMOBILES & PARKING

On-campus parking spaces and permits are limited and are reserved for students that are in good standing. These parking permits will be assigned on a first come first served bases.

Parking Permit Procedures

1. Any students driving to school and wanting to park on school grounds must register their cars in the high school office and receive a Parking Permit. Students will need to show evidence of a valid driver's license, vehicle registration, and insurance card.
2. Parking permits will cost \$20.
3. If a student changes vehicles during the school year, the student must report the change to the office and complete a new parking permit registration at no additional cost.
4. All parking permits are subject to availability. Students with approved applications will receive a parking permit that must be hung from the rear-view mirror or displayed on the window anytime the car is parked on school property.
5. Parking permits may be revoked for persistent violations of the school discipline code or if a student falls out of good academic standing.

Parking Permit Guidelines

- The school is not responsible for any theft or vandalism of vehicles or their contents while parked on school grounds.
- All vehicles on school property are subject to search by school officials at any time and without additional prior notice as outlined in the student handbook.
- Once automobiles arrive on school campus, students are not permitted to sit in their cars for any reason. All students are expected to vacate the parked vehicle upon arrival at school and proceed into the high school building.
- All Career and Technical Center students will park in the south lot and must ride the bus to the Career and Technical Center each day unless granted specific permission by the principal team.
- Student vehicles must be parked in the South Lot in the designated number spot that corresponds to their parking permit.
- Students who park on school property without a valid parking permit are subject to disciplinary consequences. Repeat offenders will be treated as trespassers and the vehicle will be towed at the owner's expense.

Safe Driving

- All driving laws established by the state of Pennsylvania are in effect. Any acts of speeding or other unsafe/reckless driving will result in disciplinary consequences and revocation of parking privileges.
- The posted speed limit on all roads and parking areas on school grounds is 15 MPH.
- Students who drive to school are expected to report to school on time and stay until dismissal. Student drivers who are habitually tardy or leave school unauthorized will have their parking privileges revoked.
- Student drivers must enter and exit the South Parking Lot via the Athletics Entrance on Kauffman Road.
- The driveway and parking lots in front of the High School Main Office are designated for district personnel and visitors and are thus off-limits to student drivers.
- The West Lot (between the building and the tennis courts/Falcon Field) is designated for building personnel and is also off-limits to student drivers.
- Parking in an unauthorized area may result in the vehicle being towed at the owner's expense.

BOOK BAGS

Students are permitted to carry book bags during the school day.

BUS BEHAVIOR

1. The bus driver is in charge of all students assigned to his/her bus.
2. No student is permitted to board or transfer to any bus other than the one in which he/she is assigned.
3. The school discipline code will be enforced from the time a student arrives at a bus stop in the morning until the student returns to his/her bus stop in the afternoon.
4. A bus driver may assign student(s) to a specific seat due to inappropriate or disruptive behavior.
5. The bus driver should be treated in the same manner as any other adult in the school community and in turn has the power to submit referrals accordingly.
6. Each bus is equipped with video and audio cameras to ensure the safety of all students on the bus.
7. As per the Pottsgrove School District Discipline Code, misconduct such as moving about the bus while in motion, placing one's arms, head or legs out of the bus windows, throwing of objects, refusing to properly identify yourself to the driver when requested to do so, profane or vulgar language, disrespect directed at the bus driver, and insubordination or similar offenses not permitted at Pottsgrove High School will result in disciplinary action.
8. Disciplinary actions will be at the discretion of the Assistant Principal/Dean of Students and may include verbal warning, assignment of detentions, temporary suspension of riding privileges, and/or removal of riding privileges for the remainder of the school year.

CAFETERIA

The lunch period should be an enjoyable experience for all. Students are expected to regard the cafeteria as their dining room and behave accordingly. The following procedures should be followed:

1. Lunch is an assigned period. All students are required to report to the cafeteria as scheduled and on time.
2. No food or drink is to be taken out of the cafeteria.
3. A student not assigned lunch may not pass through the cafeteria or purchase food to take out of the cafeteria.
4. All students are required to use a tray with their lunch. Students buying food will line up at the desired serving line so as not to block walkways in the cafeteria. Jumping or bucking in line is strictly forbidden.
5. Students must remain in their seats. They are not permitted to wander about the cafeteria.
6. Talking and socializing is, of course, permitted. However, yelling and/or loud talking will not be tolerated.
7. Students must seek permission to use the lavatory. All students granted permission will be directed to use only the lavatories located adjacent to the cafeteria.
8. Other than lavatory use, no student is permitted to leave the cafeteria during lunch time unless they have a pre-signed pass by a faculty member.
9. Students are to keep their areas clean. Food or any item dropped on the floor must be picked up. After eating, students are to carry trays to the dishwashing area. Students are to return to their seats and remain seated in the cafeteria until dismissed by the lunchroom monitors.
10. Remember classes are in session – please be considerate of others and keep the noise down in the hallways when passing to your class from the cafeteria.
11. Students not abiding by the above regulations or rules established by the teachers should be referred to the Assistant Principal/Dean of Students.

Course Changes and Withdrawals

Adjustments to student schedules must be addressed prior to the start of the academic year. Student schedules may only be changed for reliable academic reasons. Unfortunately, modifications to accommodate lunch/classes with friends or to change teachers will not be honored. **Schedule**

changes after the first 10 days of school will not be permitted unless approved by the principal. Due to enrollment and program constraints, some sections are closed to additional students and the flexibility in changing schedules is limited.

Students may only withdraw from a course with prior approval by administration and are subject to the following stipulations: Withdraw from a full-year course after the 10th school day and prior to the 30th school day will result in the recording of a —withdraw passing (WP) or a —withdraw failing (WF) grade, whichever is applicable. The cumulative grade point average will be determined at the date of withdrawal.

Withdrawal from a full-year course after the 30th school day will result in a —withdrawal failing (WF). Students may not withdraw from a full-year course after the end of the second marking period of the course.

DISCRIMINATION/HARASSMENT

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 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 District strives to maintain a safe, positive learning environment for all students that is free from discrimination and harassment. Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity. Please refer to School Board Policy 103 found on the District's website under the School Board section for more detail about this topic.

STUDENT DISCIPLINE CODE, POLICIES, AND PROCEDURES

Student Responsibility

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

Each student's responsibility is to demonstrate desirable behavior which is conducive to a good learning atmosphere. In the event that a student's behavior becomes counterproductive to the educational process, the following system will be enacted. Please note that this list of unacceptable behaviors is not entirely inclusive. Any event not mentioned below will be addressed by the administration.

Administration may use higher levels of disciplinary measures as necessary. Police will be notified whenever federal, state, county, or township laws are violated.

Remedial Programs

Anger Management – A meeting with your guidance counselor on the management of anger.

Conference – Meeting with students, teachers, guidance counselors, administrators, and parents to create a behavior plan.

Peer Mediation – A mediation of the conflict with trained students.

SNAP Referral – Referred to the SNAP (Student Needs Assistance Program) Team

Disciplinary Consequences

Detention Time 2:20 p.m. – 3:15 p.m. in Room 18

ISS- In-school-suspension

Students should report directly to the ISS Room at the beginning of school. (7:30 AM)

Out of School Suspension

One to ten days out of school under the supervision of the parent/guardian.

Alternative Education Placement

Placement in a program outside the regular school day. Any student receiving more than 10 referrals in a school year may result in an alternative education placement.

Administrative Guidelines

DEFINITION OF TERMS

Ammunition – any projectile, along with its fuse and primer, that is fired from a gun or otherwise propelled as well as any chemical or explosive material used for defense or offense such as a rocket, grenade, mine, or the like.

Arson – the crime of maliciously burning a building or property of another or burning one's own property for some improper purpose.

Assault – a violent attack and/or unlawful attempt or threat to injure another person physically or verbally.

Expulsion – the expulsion from school by the Board of Education for a period exceeding ten school days and which may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing in accordance with the procedures outlined under Policy #4201.

False Imprisonment – the unlawful detention or confinement of another. Key to the concept is submission to authority. (A common practice is hazing.)

False Reporting – any seeming crisis signal or warning given that is groundless or lacks authenticity (e.g. a bomb threat, a fire alarm, or 911 call where no bomb, fire, or emergency exists).

Fighting (Level III) – a physical conflict between two or more individuals which is minor in nature and where serious bodily injury has not occurred, a conflict easily resolved by an administrator.
(Level IV) – a brawl or physical conflict between two or more individuals where serious bodily injury has occurred and which is deemed appropriate for police intervention.

Fireworks (Level III) – any various combinations of explosives and combustibles used to generate colored lights, smoke, or noise; those devices legal for sale under the state law.
(Level IV) – those devices not legal for sale under the state law.

Forgery – the making, completing, executing, authenticating, issuing, altering, or transferring of any writing of another without his/her authority.

Gambling – placing a wager or betting money on the outcome of a game, contest, or other event.

Harassment – to disturb or irritate someone with annoyances, insults, taunts, threats, or demands in order to gain a desired end or create worry and/or other mental suffering.

In-School Suspension – removal of a student from the regular school program while providing him/her with planned and supervised instruction in the basic subjects.

Insubordination – a rebellious attitude which implies open defiance or refusal to submit to authority.

Propellant – a device used to emit a substance which may or may not be used for self-defense including but not limited to mace, pepper spray, breath spray, and hair spray.

School – include the distance a student travels to and from a specific district building within the time parameter of that student's school responsibilities (e.g., sports, detention, and other school-sponsored activities); school bus; school buildings or surrounding property owned by the school district; and school-sponsored events (e.g., athletic events, trips, concerts, dances, meetings, etc.).

School Property – shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school-sponsored trip.

Sexual Harassment – unwanted or uninvited sexually oriented words or actions that hurt or humiliate someone and/or behavior which causes a person to feel uncomfortable or offended. Sexual harassment may be physical, verbal, and/or nonverbal and is illegal in schools and workplaces because it violates federal and state laws.

Smoking – use of tobacco in any form is strictly prohibited in all district buildings and on all school property twenty-four hours a day as set forth under Policy #5502. Offenders will be disciplined in accordance with procedures outlined under each school’s behavioral practices.

Student – any individual enrolled in the Pottsgrove School District.

Suspension of Privileges – exclusion of a student for a stipulated period of time from activities which include but are not limited to extracurricular activities, recess, attendance at school functions such as dances or sporting events as a spectator, use of passes during the school day, attendance at assembly programs, and/or lunch in the cafeteria.

Suspension – the exclusion from school for a period of time from one to ten consecutive school days during which time the student is not permitted to participate in any extracurricular activities to be held on school property. Prior to a “full suspension,” an informal hearing must be offered to the student and his/her parent or guardian in accordance with informal hearing procedures set forth under Policy #4201.

Theft/Shoplifting – the taking and removing of another’s personal property with the intent of permanently depriving the owner.

Truancy – being absent from school without permission from a parent or school official.

Vandalism – the willful or malicious destruction of public or private property which requires restitution of property and damages.

Weapon or Dangerous Instrument – any tool or instrument which is employed to get the better of another and is capable of causing death and/or inflicting serious bodily injury upon a person. This includes but is not limited to any knife, cutting instrument, slingshot, firearm, numchuck, metal knuckles, straight razor, explosive, poisonous gas, poison, or any other item fashioned with the intent to use, harm threaten, or harass another person.

Misconduct/Response Guidelines

LEVEL I

Level One misconduct on the part of the student is misconduct which: (1) impedes orderly classroom procedures, (2) infringes upon the rights of others to learn or teach, or (3) interferes with orderly operation of the classroom or school. Level One misconduct, may occur outside of the classroom and school. This misconduct usually will be handled by the individual staff member **unless the behavior is repeated.**

EXAMPLES

- Bus disturbance
- Cheating
- Classroom tardiness
- Disobedience
- Disrespectful language or gestures
- Disruptive behavior
- Missing Teacher Detentions
- Inappropriate attire
- Inappropriate display of affection
- Obscene language or gestures
- Parking Violation
- Vulgarity

PROCEDURES

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.

Possible written/verbal parental notification.

Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator.

A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

DISCIPLINARY RESPONSES

Academic consequences (Cheating/Plagiarism)

Administrative detention

Administrator/parent conference (person/phone)

Behavioral contract

Teacher detention

Teacher/parent conference (person/phone)

Suspension of privileges

Special assignment

Time-out room

Verbal reprimand

Temporary removal from class

LEVEL II

Level Two misconduct on the part of the student is misconduct whose frequency or seriousness disrupts the learning climate of the classroom and/or school. Level Two misconduct may also include incidents that occur outside of the classroom at school events or on school property. Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

EXAMPLES

Continuation of Level I misbehavior

Abusive/threatening language

Bullying

Cutting Class

Disrespect- language and gestures directed at staff

Disruptive classroom behavior

Verbal/Physical Altercation (shouting, screaming, pushing, kicking, taunting, etc.)

Failure to serve detention

Forgery

Harassment of students

Hazing

Insubordination

+Possession/use/transfer of tobacco, smoking, or vaping materials

Minor Theft

Truancy

Unlawful/unexcused school tardiness (repeat instances)

PROCEDURES

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and decides the most appropriate response.

The teacher is informed of the administrator's action.

Parent is notified verbally or in writing. A parental conference may be scheduled.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

DISCIPLINARY RESPONSES

Behavioral contract
+Confiscation and refer to smoking policy
In-school suspension
Parent-teacher/parent-administrator conference
Suspension of privileges
Referral to outside agency
Suspension (up to 3 days)
Temporary removal from class
Teacher detentions

LEVEL III

Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like directed against persons or property but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school. These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts that are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

EXAMPLES

Continuation of Level II misbehavior
*Assault
*Fighting
Failure to comply with school district rules in an emergency situation or safety drill (i.e. fire drill, etc.).
*Fraud
Gambling
Imitation of drug use
Leaving school without authority
*Obscene behavior (mooning, shanking, wedging)
*Online/Social Media/Telephone Pranks
*Possession/use/transfer of fireworks or other explosive devices legal for sale under state law.
*Racially Inflammatory Conduct
*Reckless driving on school property
*Sexual misconduct
*Sexual harassment
*Theft/shoplifting
*Threats to others
*Throwing harmful objects
*Use of an electronic device to take an unauthorized audio/video recording or photograph
*Vandalism
*Violation of the Technology Acceptable Use Policy

PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with parent about the student's misconduct and the resulting disciplinary action. School officials may contact law enforcement agency and assist in prosecuting the offender.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

DISCIPLINARY RESPONSES

- *Charges under PA Criminal Code
- Homebound instruction or alternative program
- In-school suspension
- Out-of-school suspension (not to exceed 10 days) under proper adult supervision.
- Parent conference and/or hearing
- Suspension of privileges
- +Refer to drug-alcohol policy and guidelines
- Restitution of property and damages
- Saturday detention
- Confiscation
- District-wide Policy
- Removal from school sponsored events/activities

LEVEL IV

Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

The acts are clearly criminal and/or so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board of School Directors.

EXAMPLES

- Continuation of Level III misbehavior
- *Arson
- *Ammunition
- *Bomb threat or false alarm
- *Deliberately striking a staff member
- *Extreme disruption to school program
- *Extortion
- *False imprisonment
- *False reporting
- *Fighting – see definition on previous page.
- Permitting an unauthorized person entry to the building without the approval of faculty/staff
- *Possession/use/transfer/sale of weapons, replicas, and/or look-alikes
- *Possession/use/transfer/sale of fireworks or other explosive devices legal for sale under State Law.
- *Possession/use/transfer/sale of fireworks (those not legal for sale under state law)
- *Possession/use/transfer/sale of propellants manufactured for self-defense (those not legal for over the counter sale).
- *Sexual Assault
- *Theft/possession/sale of stolen property
- *Threat(s) to other (life threatening)
- *Threat to staff member
- *Vandalism
- *Violation of Drug & Alcohol Policy – This includes prescription, synthetic, and over the counter drugs.

PROCEDURES

The administrator verifies the offense, confers with the staff involved, and meets with the student.

The student is immediately removed from the school environment.

Parents are notified.

School officials contact law enforcement agency and assist in prosecuting offender.

A complete and accurate report is submitted to the superintendent for Board action.

DISCIPLINARY RESPONSES

All verified offenses in Level IV may have a mandatory 10 day full suspension under proper adult supervision with an informal hearing.

*Charges under PA Criminal Code or referral to appropriate law enforcement agencies.

Other Board action which results in appropriate placement.

Alternative School, parent hearing, restitution of property and damages

Refer to drug/alcohol policy and guidelines

Recommendation for expulsion.

Removal from school sponsored events/activities

Weapons

The Board recognizes the importance of a safe school environment relative to the educational process and thus prohibits students from possessing and bringing weapons and replicas of weapons into any School District buildings, onto school property, a school zone, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; 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.

The School District 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. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

Definitions:

School property means all buildings, facilities, and grounds on the school campus, school buses and other conveyances providing transportation to or from school or school related functions or activities, school parking areas, and any facility being used for a school function or activity.

School zone means in, or on the grounds of a public, parochial or private school, or within a distance of one thousand (1,000) feet from the grounds of a public, parochial or private school.

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, metal knuckles, poisons, drugs, ammunition firearm, shotgun, rifle, and any other tool, instrument, substance, or implement capable of or designed to harm, threaten or harass students, staff members, parents and patrons of the District.

Firearm means any instrument which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such instrument, any firearm muffler or firearm silencer; or any destructive device.

Destructive device means any explosive, incendiary, or poison gas, including, but not limited to, any bomb, grenade, rocket, missile, mine, or device similar to any of the aforementioned instruments.

You may reference School Board Policy #218.1. The policy can be found on the district website www.pgisd.org. If you are unable to access the website, please ask for a copy in the Pottsgrove High School Man Office or at the Pottsgrove School District Administration Building.

DRESS & GROOMING GUIDELINES

Proper dress and grooming are marks of good citizenship and determine, in many cases, the behavior and attitude of a pupil. When attending school or school functions, a good citizen will wear properly fitted clothing that does not attract excessive attention or reflect discredit upon the school.

Pottsgrove School District administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizing the health, welfare or safety of a student or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extracurricular activities such as band, athletics, etc.

The following are specifics to the Dress Code for Pottsgrove High School.

General Guidelines

1. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
2. Underwear should not be exposed in any way.
3. All dress and grooming should be appropriate. Students are expected to dress in accordance with good taste and personal pride. Students have the responsibility to keep themselves, their clothes, and their hair clean.
4. Blankets, covers, or other types of bedding are prohibited.

Tops

1. Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.
2. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts that show the torso, chest, or ribs (i.e. Basketball jersey without a t-shirt)
 - b. See-through/mesh blouses or shirts.
 - c. Tube tops/crop tops/half-shirts.
3. Any top that allows the midriff to be exposed is not permitted. All shirts must meet or extend beyond the waistband.
4. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

Pants/Shorts/Skirts

1. Pants, shorts, skirts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Boxer shorts worn as outerwear are not permitted.
3. Shorts, skirts, and/or dresses are to be fitted for both comfort, appearance, and appropriate length. Appropriate length is defined as having an in-seam of at least 3inches. Shorts with pockets hanging below or longer than the shorts are not permitted.

Offensive Dress, Appearance, and Belongings

1. Clothing, symbols, face masks, stickers, magnets, decals, patches, buttons, pins, jewelry, and other accessories are not permitted if they:
 - a. Promote hate, divisiveness, bigotry, prejudices, and/or racism
 - b. Have sexually suggestive writing/pictures.

- c. Advocate violence.
 - d. Advertise or promote the use of tobacco, alcohol or drugs.
 - e. Have double meaning wording or obscene language.
 - f. Include slogans or symbols designed to be provocative or offensive to others.
2. A tattoo (permanent or temporary) must be covered if it:
- a. Promote hate, divisiveness, bigotry, prejudices, and/or racism
 - b. Have sexually suggestive writing/pictures.
 - c. Advocates violence.
 - d. Advertises or promotes the use of tobacco, alcohol or drugs.
 - e. Has double meaning wording or obscene language.
 - f. Include slogans or symbols designed to be provocative or offensive to others.

Footwear

- 1. Some sort of shoe must be worn at all times.
- 2. Any shoe that poses a safety hazard is not permitted.

Jewelry

- 1. Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard is not permitted.

Headwear

- 1. Hats, caps, bandanas, sunglasses, visors, and sweatbands are not permitted unless an accommodation is necessary.

Discipline

Students violating the Dress Code shall be subject to the following discipline:

- 1st offense- Warning and change to appropriate dress
- 2nd offense- Call home, change to appropriate dress
- 3rd offense- Call home, change to appropriate dress, one detention
- 4th offenses and subsequent - Call home, change to appropriate dress, one day OSS
- 5th offense- Call home, change to appropriate dress, become insubordinate and follow the discipline code.

DRUGS

Students possessing, taking or being under the influence of nonprescription drugs, synthetic drugs, prescription drugs, including over-the-counter drugs and alcohol, or drug paraphernalia while under the school’s jurisdiction are in violation of school policy as well as state and federal statutes.

Students demonstrating abnormal behavior will be examined by the school nurse and may be searched by school personnel. Parents will be notified to take their child to a physician for physical examination.

You may reference School Board Policy #227. The policy can be found on the district website www.pgisd.org. If you are unable to access the website, please ask for a copy in the Pottsgrove High School Man Office or at the Pottsgrove School District Administration Building.

ELECTRONIC DEVICES

The use of any electronic devices should be consistent with the greater use of technology outlined in the district’s Board Policies 237, 237.1 and the district’s Acceptable Use Policy.

The Pottsgrove secondary schools have recognized the growth of communication technology use (cell phones, smart phones, smart watches, etc.) within the school community. The routine use of these devices by our students and faculty has made them a more prevalent and more accepted fixture within our schools. While the presence of these devices has become more prevalent, the use of these devices during instructional time can create a disruption in the learning environment. Recognizing these facts we have established clear guidelines for the acceptable use of these devices.

Students may use personal cell phones/headphones/earbuds during the following non-instructional times: during lunch, while in a study hall, between classes, before and after school including extracurricular events and on buses.

However, during the entire instructional period, cell phones/headphones/earbuds must be out of sight and silenced or on vibrate unless the teacher has expressly permitted the use. This includes the use of these devices in the hallway during instructional periods. Failure to comply with the request or directive from a teacher/staff member to mute and/or conceal these items is considered insubordination and will be addressed in the manner noted below:

- First Instance – In-Class Redirection/Warning
- Second Instance – In-Class Redirection/Warning
- Third Instance - Teacher Detention
- Fourth Instance & Subsequent – Student is sent to the office & Teacher submits a referral

Cell phone/smart phone use is absolutely prohibited:

- In bathrooms, locker rooms, nurse's office, and/or any other changing areas.
- For unauthorized audio/video recording or photography.
- During any assessment environment. This includes but is not limited to a mid-term examination, final examination, state assessment, or any other "testing" environment.
- In a manner that creates a safety issue for the user and/or for those around them (i.e. on stairwells, while navigating crowded hallways).

Students are expected to arrive in class each day with a properly charged laptop. Failure to have a charged laptop for class can create a disruption to the educational environment and impede the learning of the student. Failure to arrive in class with a charged laptop will be addressed in the manner noted below:

- First Instance – Teacher Warning
- Second Instance – Teacher Warning
- Third Instance – Teacher Detention
- Fourth Instance & Subsequent – Teacher Submits an office referral

The use of Bluetooth speakers or any other sound amplification device is expressly prohibited in the school during instructional hours. This includes but is not limited to hallways, study halls, and lunches. If a student would like to listen to music during non-instructional time they must use headphones/earbuds.

Students, staff, and guests bring electronic devices onto school property and to school functions at their own risk. The school district is not responsible for lost, stolen, or damaged property. Nor will the school exude much time investigating these lost or stolen items.

DiLE Procedures

The Pottsgrove School District supports student learning through a digital platform that is why the district has issued personal electronic devices to each student in grades 6-12. It is imperative that both students and parents understand the board policy, procedures, and acceptable use policy(AUP) before, during, and after use of these devices. Below is a link to the school district approved technology related policies.

<https://www.pgsd.org/Page/297>

In the event that a student's device is lost, stolen, or damaged there will be a financial obligation for the repair and/or replacement of the device. If a student finds themselves in this situation they should report it to a member of the technology department immediately. If these obligations are not resolved it may result in the loss of privileges.

In the event of a student withdrawal before the end of the school year, the device must be immediately returned to the technology department prior to or on their last school day. In the event that this does not occur the district may pursue legal means to regain the device or its value.

EMERGENCY CLOSING NUMBER – 290

When snow, ice or other adverse weather conditions require Pottsgrove schools to be closed, announcements will be made via WBYN (107.5 FM), and WFMZ (cable channel 15, 69 and 100.7 FM), School Code Number 290.

If schools are closed or dismissed early, all extracurricular activities and evening education activities are cancelled. For further information, check the school's website for updates.

EVENT POSTERS AND FLYERS

Any posters or flyers for school events are to be approved by the administration prior to being hung up. Those approved posters/flyers are only to be hung on the designated bulletin boards throughout the building. Posters/Flyers will be stamped with a date and will be removed after two weeks. Any poster/flyer that has not been approved, is not hung on the designated bulletin board, or is left up beyond two weeks will be immediately removed.

FIRE DRILLS & EMERGENCY EVACUATIONS

Fire drills are held once a month. Students should note the Fire Exit posting in each room. All teachers and students are expected to evacuate the building by the nearest exit and move away from the buildings. Prior to leaving the room students should cautiously check the hallway to determine the safest route for evacuation.

The teacher should be the last person to leave the room. All lights should be out and all windows and doors closed. Students must pass quickly and quietly while complying with directions issued by staff members.

Students must remain with their class upon arriving outside. Teachers will remain with their students and return to the building when directed by the administration

In the event of an emergency evacuation, students are expected to follow the directions of all teachers and staff members. Failure to comply with faculty and staff directives will be treated as a level III or higher discipline offense.

The Give Back

Pottsgrove High School launched The Give Back community service program in 2019, patterned after similar community service programs in high schools throughout the country. Its purpose is to recognize those members of the PGHS student body that engage with our community through volunteer work and to provide students a streamlined process to officially document their service hours (for college entrance applications, resumes, scholarship applications, etc.).

The Give Back provides students with an authentic context of volunteer service allowing them to focus on genuine community needs that they find meaningful. This type of service has been shown to positively impact students' personal development in areas such as communication, problem-solving skills, confidence, and self-esteem. Although not a requirement for graduation, all students in grades 9-12 are encouraged to participate in The Give Back in order to experience the many benefits that partnering with the community affords.

Important Dates

- 25 hours must be completed, documented, and uploaded by 4:00PM on the last full school day of December (December 19, 2019).
- All Give Back hours must be submitted by 4:00 PM on the last Friday in April (April 24, 2020).

- 8th grade students can begin to document hours on May 1st of the 8th grade year for credit during their 9th grade year.
- Volunteer hours will NOT be carried over from year to year.

For more information on The Give Back program and the required forms please go to the Quick Links on the PGHS webpage.

GRADING PRACTICES

The purpose of grading is to measure and communicate student performance, progress, achievement, and mastery of core concepts and skills to students, parents, and teachers while providing students with multiple opportunities to demonstrate mastery of learning. Listed below are the guidelines and procedures for assignment completion and grading.

Late Assignments

Homework (Building Knowledge)

- Students may earn partial credit for these assignments if they are completed before the final summative assessment of the unit. 10% will be deducted per class period for late work until the value depletes 0%.
- Students will not have the opportunity to submit late homework for credit once the teacher has reviewed the answers to the assignments in class.
- If the assignment is not submitted prior to the final assessment of the unit, it will receive a zero.

Homework (Demonstrating Knowledge)

- 10% will be deducted per class period for late work up to five days after the assignment's due date. Students may receive up to 50% of the earned grade after five days.
- If the assignment is not submitted prior to the final assessment of the unit, it will receive a zero.

Assessment (Demonstrating Knowledge)

- All final unit assessments must be taken in the order assigned.
- If a student fails to complete the final unit assessment before the end of the next unit, the student will receive 70% of the earned grade once it is completed.
- All assessments are considered course requirements and must be completed before the end of the marking period.
- Failure to complete an assessment will result in an incomplete for the marking period. Students will then have two weeks to complete the assignment or a zero will be entered for that assessment.

Missed Work

Due to Absence:

- A student will be allowed two class period days to complete all missed formative activities due to illness (extensions may be granted to extenuating circumstances).
- A student shall be required to make up all summative and formative activities within a two-week period from the date of absence.
 - All final unit assessments must be taken in the order that they were assigned.
 - If a student fails to complete the final unit assessment before the end of the next unit, the student will receive 70% of the earned grade once it is completed.
 - All assessments and assignments considered course requirements must be completed.
 - Failure to complete a course requirement will result in an incomplete for the marking period. Students have two weeks to complete the assessment before credit denial.

- If the final summative activity is assigned prior to a student's absence and no new material is covered, the student is expected to complete the assessment or submit the assignment upon his/her return.

Due to Class Cuts

- First offense: 70% of the earned grade can be attained. Contact teacher/parent.
- Second offense: Zero for the assignment. Meeting with administration/teacher/counselor/parent.
- Third offense: Meeting with administration/teacher/counselor/parent and a Zero for the assignment.
- Fourth offense: Meeting with administration/teacher/counselor and a Zero for the assignment.

The time constraints for the completion of work are the same as **missed work due to absence**.

Extra Credit

- Extra credit may only be provided for work that is related to the subject area or subject specific academic content standards.
- Extra credit is NOT non-academic work such as bringing in classroom supplies, attending extracurricular events, and charitable donations not related to the course objectives.
- No more than 2% of the total quarterly grade can come from extra credit. Maxing out at 100%.
- All students to provide evidence of learning through a variety of means.

Multiple Opportunities to Demonstrate Evidence of Learning

- Students should be provided multiple opportunities to demonstrate evidence of learning. There are not a predetermined number of opportunities that needs to be provided; rather teachers have flexibility to determine this based upon each student. However, teachers of the same content area should strive for consistency across the department/or team and provide a balance of assessments, assignments or projects.
- Currently, it is up to the teacher's discretion to determine whether a student can retake a test or redo an assignment (extensions may be granted for-extenuating circumstances).

Final Course Grades

- For every course, a 55% is the lowest quarterly grade a student can earn, except in the 4th quarter. As such, the grade reported would be the grade earned. This is to ensure the opportunity for the student to show improvement and receive credit by passing.
- Every course will include, and develop if not already developed, both a mid term and a final exam or equivalent assessment.
- There will be six (6) data points for each yearlong course. This includes the four marking periods, the mid term, and the final assessment. AP students who have earned exemption from the final will have five (5) data points.
- All courses will be further developed to include minimum course requirements. The minimum course requirements will identify the assignments, tests, and projects that must be completed by the student in order to receive a grade for the class. If the minimum course requirements are not met by the student, the student will receive and "I," or incomplete, for the course.
- Midterm and final examinations are semester summative assessments. As such, the grade reported would be the grade earned.
- As with quarterly summative assessments, if the student is absent, s/he will receive an "I," or Incomplete. The student will have two weeks in order to make up the exam or a zero will be entered.

Grade Weighting

	Assessments Summative <i>Demonstrating Knowledge</i>	Learning Activities Formative <i>Building Knowledge</i>
AP	90%	10%
Core Courses/Honors	80%	20%
Non-Core Courses	70%	30%

Grading Scale

Percent	Grade	GPA	Percent	Grade	GPA
100% - 97%	A+	4.33	79.9% - 77%	C+	2.33
96.9% - 93%	A	4.00	76.9% - 73%	C	2.00
92.9% - 90%	A-	3.67	72.9% - 70%	C-	1.67
89.9% - 87%	B+	3.33	69.9% - 67%	D+	1.33
86.9% - 83%	B	3.00	66.9% - 65%	D	1.00
82.9% - 80%	B-	2.67	64.9% or below	F	0.00

**** In the first three marking periods the minimum grade that will be awarded will be a 55%. The grade in the fourth marking period will represent the grade a student earns.***

Academic Integrity – Cheating/Plagiarism

Definitions:

- *Plagiarism* is the act of copying someone else's work and passing it off as one's own, or the work or ideas of another taken and passed off as one's own. This includes any work copied or dictated by others. Copying electronically generated information without proper citation will also be considered plagiarism.
- *Cheating* is using any other method but your own ability and materials to complete an assignment/assessment.

Demonstrating Knowledge

- *First Account* – The student will receive 70% of the earned grade upon resubmission of the plagiarized/cheating assessment.
 - Teacher will contact parent.
 - Student must redo the assignment.
 - Office Referral
- *Second Account* – The student will receive a zero for the plagiarized/ cheating assessment.
 - Teacher will contact parent.
 - Student must redo the assignment to meet course requirements.
 - Office Referral

Building Knowledge

- Any Building Knowledge Activity that a student is caught plagiarizing on will result in a zero (i.e. copying homework, assignments in class).
- All students involved in the act of copying will receive a zero for the Building Knowledge Activity.

GRADUATION REQUIREMENTS

Graduation from secondary school is the goal of all youth. Completion of a program of studies approved by the Pennsylvania Department of Education is the basis for awarding the high school diploma. Pottsgrove School District, in compliance with regulations of the State Board of Education, has established graduation requirements for grades 9-12 which include specific planned courses required by the state. Students are required to earn 23.49 credits for graduation. Students graduating from the Western Center are required to earn 23.34 credits.

Units of Credit	Course Areas
4	English
4	Social Studies
3	Mathematics
3	Science
2	Arts* and Humanities**
1.49	Health & Physical Education***
6	Electives***

* Include Visual Arts, Music, Dance, Theater, Film Studies, Practical Arts and Crafts

** Include subjects that embrace literature, history, philosophy, or additional courses in English and Social Studies.

*** Candidates graduating from the Western Center shall earn 1.34 credits

**** Students select additional courses from among those approved for credit toward graduation by the School District, including approved career technical education courses.

GUIDANCE SERVICES

Counselors have special skills and expertise to work with students individually or in groups. Students are urged to take advantage of these special services regarding career plans, college admissions, decision-making, and problem solving. Students are to obtain permission from scheduled classroom teachers to visit the guidance office.

HALL CONDUCT & PASSES

Students are reminded that because of the size of our student body, poor hall conduct affects safety. Students should move through the halls in an orderly fashion, staying to the right. Students may not loiter in the halls. Sitting in the halls is a safety hazard and is not permitted. Unbecoming behavior such as obvious displays of affection should not occur.

Any time a student wishes to leave a classroom, no matter the destination, a hall pass will be issued. If a student is in the halls without a pass, they may receive detention(s) or ISS.

HAZING

Hazing activities of any type are inconsistent with the educational goals of the Pottsgrove School District and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;

2. Intentionally forced calisthenics;
3. Intentionally exposing students to the elements;
4. Forced consumption of any food;
5. Liquor, drug or other substance;
6. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
7. Any willful destruction or removal of public or private property.

Hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside school hours is strictly prohibited.

No student, parent/guardian, coach, sponsor, volunteer or District employee shall engage in, condone, or ignore any form of hazing.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal either orally or in writing. The District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

If the report of hazing is substantiated disciplinary action for those that perpetrated the act may include suspension up to expulsion, imposition of fines, and criminal prosecution when appropriate.

You may reference School Board Policy #247. The policy can be found on the district website www.pgisd.org. If you are unable to access the website, please ask for a copy in the Pottsgrove High School Man Office or at the Pottsgrove School District Administration Building.

HIGH TOP TABLES & LOBBY BENCHES

The high top tables and benches located throughout the building are to be used as collaborative work spaces for students to use during class time with the permission of their teacher. In order to maintain that intent, the following rules and regulations have been established:

1. A signed e-Hall Pass is required for the group of students that is working at the table. The students should check in with the main office upon arriving at the lobby tables.
2. A physical Table Pass including all student names, teacher name and signature should be visible on the table.
3. These locations are areas for student collaboration and studying and thus should be quiet and focused on the academic tasks for the class.
4. In the event that students are not on task or are causing a disruption, they will be sent back to class with the possibility of further disciplinary consequences.
5. Tables are not available for use by those students that are in Study Hall or that are in Lunch.

HONOR ROLL

The honor roll is based upon quarterly grades. The following are honors:

Honor Roll:	B average in every course per quarter
Distinguished Honors:	A average in every course per quarter
Honor Graduate:	A average or 90% cumulative average at the time of graduation

JOB SHADOWING

Job shadowing involves spending one day with a seasoned expert, observing everything that he or she does that is related to the work that is expected to be accomplished as part of the daily routine of the job. The goal of the job shadow is to learn as much as possible by observing, asking thoughtful questions, and taking good notes that will benefit your college and career decisions. Job shadowing is

open to any student who wants to know more about a specific career or who isn't sure what career to pursue. Students are limited to one Job Shadow that will not be counted as an absence from school.

Upon receipt of a written parental request, any student may be excused from school to participate in a Job Shadow.

The following procedures should be followed:

1. Submit the Job Shadow Permission Form to the attendance clerk three (3) days prior to the visit.
2. Participate in the Job Shadow
3. Complete and upload the Job Shadow Student Reflection Sheet along with the completed Host Evaluation to the Job Shadow Schoology Course.
4. The absence will be marked as an AU (absence unexcused) until the Host Evaluation and Job Shadow Student Reflection Sheet have been completed and submitted. At that point it will be changed to a JS (Job Shadow).
5. The absence will be marked as a JS (Job Shadow) day so long as the Host Evaluation and Job Shadow Student Reflection Sheet have been completed and submitted within five (5) days. If this is not completed within five (5) days the absence will be marked as AU (absence unexcused).
6. The responsibility to obtain makeup work and to satisfy academic requirements lies directly with the student and parent.

For more information on the Job Shadow program and the required forms please go to the Quick Links on the PGHS webpage.

LABORATORY SAFETY

Students are expected to follow all safety instructions/rules and wear all appropriate safety equipment in any laboratory setting. This includes but is not limited to science, engineering, and family and consumer science laboratories. Failure to comply with appropriate safety guidelines and/or to wear appropriate safety equipment will be considered insubordination and addressed by a member of the principal team according to the student discipline code.

LAVATORY USE

Permission to use the lavatory during class periods may be granted by a teacher. These requests are to be kept to a minimum. If permission is granted, students must use only the lavatory assigned to the classroom in which they are leaving. At no time are students to linger or congregate in the lavatory.

LIBRARY RULES – JESSIE H. ROSENBERRY LIBRARY

The Pottsgrove High School Library is a welcoming environment with an open flexible schedule. Students working quietly and respecting others are more than welcome to enjoy the library facility. The rules for the library are as follows:

1. Six (6) students per study hall are permitted to the library with a signed "Pottsgrove High School Student pass". No other handwritten pass will be accepted. Students MUST present a signed pass at the entry of the library.
2. Students with two signatures are the first to receive privileges to the library. (For example, students that are working on a Science project have their Science teacher sign their pass, as well as, the study hall teacher will provide his or her signature.) Two signatures are NOT required but would give the student priority. Students who wish to come read and check out the library materials are welcome with one signature.
3. Students must sign in to the library GoogleDoc upon entrance of the library. Here they must specify their first and last name, the teacher who sent them, the time of their arrival and a brief description of what they are in the facility to complete. If students come in and sit down without

signing in will be asked to leave. Following the sign in protocol helps us keep accurate data and must be followed.

4. Students should be prepared to use library materials or work on research when they come to the library. Students are welcome to sit and read, as well as, work on homework when in the library facility. Socializing, playing games, and surfing the net are not valid reasons for coming to the library. If the students are found playing games on the computer, they will automatically be asked to leave so other students with actual work can come in their place.
5. Entire lunches are not to be eaten in the library. It is not permitted that students bring lunch trays of food to the library. Students can enjoy a small snack and drink water/coffee responsibly. Students who refuse to cooperate will be restricted from using the library unless otherwise specified with library media specialist.
6. Students may spend their lunch period in the library as long as they have a teacher signed pass.
7. If a student is caught skipping or cutting class, they will be asked to leave, a referral slip will be filled out and the teacher will be notified. Student will lose privilege in the library for two weeks after caught skipping or cutting class.
8. Reference books must be used in the library during the school day. All reference books may be checked out last period of the day and be returned by the first period the following day. Failure to return reference materials on time will result in a \$1.00 late fee.
9. All other books with the exception of the 800's may be checked out for a three (3) week time period. Failure to return materials on time will result in a \$.10 per day fine. 800 level books, otherwise called 14-day-loans, may be checked out for a period of fourteen days and result in \$.25 a day fine if they are returned late.
10. If a book is lost or damaged, the student must pay for the material so the librarian can reorder it for the collection.
11. Compensation for damage and loss of books or materials in the library is at the discretion of the library media specialist.
12. Suspension from the library will be at the discretion of the library media specialist/principal team.

LOCKERS & LOCKER ROOMS

Lockers are for convenience and safekeeping of personal articles. Every effort should be made to keep combinations secret and locker doors closed in order to insure the greatest possible security. There is to be no decoration on the outside of the locker door.

Lockers are school property and may be searched by school authorities. The school is not responsible for articles or clothing removed from a locker. Students with malfunctioning lockers are to notify the office immediately in writing so that appropriate action can be taken to provide utmost security.

Lockers may be visited at the beginning and end of each school day and between classes. Students are not permitted to visit lockers during class periods. Money or valuable articles should never be stored in lockers but should be taken to the office for safekeeping.

Physical Education lockers will be provided by the instructors. The same procedures should be followed with these lockers.

Students are not permitted in the locker rooms and/or team rooms without direct supervision from a staff member.

NURSE'S OFFICE INFORMATION

Accidents and Illness

Injuries which occur on the way to school or at school shall be treated in the health room. The school cannot assume the responsibility of treating injuries that did not occur at school. Pupils who are ill at home are requested not to come to school because they cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Students with fevers, flu like symptoms, vomiting or diarrhea should stay home to prevent the spread of illness. Those who wish to see the nurse during the school day are to obtain permission from their classroom teacher instead of going to the health room between classes. Students are not to call their parents to pick them up if

they have not been assessed by the school nurse. Students who do not follow these procedures will face disciplinary consequences for failure to follow these procedures because of the safety risks involved.

Procedures for Medication to be Administered During the School Day

When it is necessary for a student to receive ANY medication at school, the responsibility of parents will be to do the following:

1. Complete the form “Authorization for School Medication Administration” which includes both parent and physician signatures.
2. A parent/guardian should hand deliver the medication to the school nurse in a labeled prescription bottle and/or original over-the-counter container. If this is not possible, deliver it in a sealed, labeled envelope.
3. Notify the school nurse in writing with a physician’s note and your written instructions if the medication is to be changed or discontinued.
4. Provide the school with a written list of all medication currently being taken by the child.
5. Students may **ONLY** carry medications under the following conditions.
 - Medication is needed to treat life threatening illnesses or conditions such as asthma or severe allergic reactions.
 - It is deemed necessary by the physician.
 - Physician, parent and nurse concur that student is responsible to carry medication.

All medication will be secured in the nurse’s office and administered to the students there. Students are not to carry any medications including over the counter medications during the school day.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” before it is too late.

Students can report anonymous tips by calling 1-844-SAF2SAY, via the website at www.safe2saypa.org, or by downloading the mobile app.

SCHOOL PROPERTY

Students, teachers and residents exhibit pride in the fine physical condition of our school, furniture and equipment. It becomes each person’s responsibility to respect school property in order to ensure that its proper use can be shared by others. Each person is accountable for damage, excessive wear and the return of items assigned to him/her for use.

SEARCHES

Students are hereby informed that their hall lockers, gym lockers, band instrument storage cases, book bags, cars located on school property and other “publicly” accessible locations are subject to search by school officials at any time and without additional prior notice. In addition, upon reasonable suspicion a student’s person may be searched by school officials.

SMOKING & VAPING

No one is permitted to vape, smoke, or use tobacco in any school building, on school buses, or other district-owned vehicles or on school property. Smoking is defined as any use of tobacco products (cigars, cigarettes, pipes, chewing tobacco, snuff) and includes possession of a lighted cigarette,

cigar, pipe or other smoking equipment. Possession of any tobacco product – lit, unlit, or smokeless – is not permitted. This includes electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, hookahs (water pipes) and other equipment related to these systems. Smokers will be issued a fine.

Smokers are encouraged to join self-help programs which are available by asking the nurse, a guidance counselor or principal.

STUDENT ASSISTANCE PROGRAMS

The Pottsgrove faculty and staff are trained to support students in both academic and social/emotional situations. To provide this support the high school has two teams designed to identify and implement these supports. They are the Child Study Team and the Student Needs Assistance Program (SNAP) team.

Child Study Team: The purpose of the Child Study Team is to identify students that are having academic struggles, work to provide thoughtful interventions for those students, and possibly recommend for evaluation students that are experiencing academic difficulty.

SNAP: The Student Needs Assistance Program (SNAP) Team is designed to identify, refer, and assist students in crisis concerning known and suspected drug and alcohol abuse, depression and suicide identification. Students may be referred by teachers, parents or other students.

To anonymously refer a fellow student red SNAP boxes are placed around the building. They can be found outside the main office, outside the cafeteria, outside the gym, and outside rooms 209 and 211. These boxes are checked on a daily basis.

STUDENT RECORDS

School Board policies, guided by federal law and state regulations control the collection, maintenance and dissemination of student records: Within the provision of the policies, parents and/or students have the right to privacy of information and, by contacting the guidance counselor or principal, may have access to, copies of, challenge the validity of, request corrections to, and determine to whom the information therein may be given. Both natural parents have the right of access to the child's record even if only one parent has custody of the child, unless there is a court order limiting access. Federal law allows parents/eligible students to file complaints regarding local policies with the U.S. Department of Education.

STUDENT-TEACHER RELATIONSHIP

Students and teachers should strive at all times to work together in harmony. A mutual respect should exist between the faculty and the members of the student body. There is no place for familiarity in this relationship. For example, students and teachers should address each other by their proper names at all times.

TARDINESS TO CLASS

Students will be dismissed promptly from all classes to avoid tardiness. Students tardy to classes for unexcused reasons will be assigned detentions. Excessive tardiness will result in higher levels of discipline.

TELEPHONES

The telephones throughout the building are to be used by faculty and staff only unless needed in the case of an emergency.

VIDEO SURVEILLANCE

To ensure the safety of our students, staff, and building, the school is equipped with video surveillance. This video surveillance records 24 hours a day.

WORKING PAPERS

Applications for any type of employment certificate must be made at the main office. It shall be necessary to show the state birth certificate as proof of age. Employment certificates are required for all part-time and full-time employment for any student resident.

WITHDRAWING FROM SCHOOL

Students planning to withdraw from school or moving to another school district should adhere to the following guidelines:

1. Arrangements for withdrawal from school should be made with the guidance secretary at least two days in advance of the student's last day of attendance.
2. Students, who withdraw from school and are beyond the age for compulsory school attendance, may return only at the start of the school year if their education has been interrupted for a significant period of time. An accumulation of more than 10 days of absence during the school year is considered a significant period of time.

PGSD RESPONSIVE TO COVID-19

Pottsgrove School District Health and Safety Plan

Health and Safety Plan: Pottsgrove School District All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.

The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year. Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

(Link to entire PGSD Phased School Reopening Plan)

[Phased School Reopening Health and Safety Plan](#)

Virtual & Hybrid Programs

Hybrid

- Students will follow a regular daily schedule that would follow a 6 day cycle. (i.e. Monday = Day A, Tuesday = Day B, Wednesday - Day C, Thursday = Day D, Friday = Day E, Monday = Day F, Tuesday = Day A...)
- Students in Group A will attend school in person on Monday and Tuesday and online Wednesday through Friday. Students in Group B will attend online on Monday through Wednesday and in person Thursday and Friday.
- Students will be engaged in live synchronous learning on Monday, Tuesday, Thursday, and Friday.
- **Wednesday will be used as an asynchronous learning day that will include opportunities for office hours for all staff
- Labs will be provided in person and virtual.
- All Honors/AP/Dual Enrollment will run in the Hybrid model with the original teachers assigned
- Tutoring for students will be available
- Students will adhere to district adopted masking and physical distancing guidelines.
- ***Lockers** - PGHS will be providing students with lockers on an “on demand” basis. Students will need to request a locker if they would like to have an assigned locker. Specific procedures will be provided to students upon the return to the school building.

Virtual

- Students will follow a regular daily schedule that would follow a 6 day cycle. (i.e. Monday = Day A, Tuesday = Day B, Wednesday - Day C, Thursday = Day D, Friday = Day E, Monday = Day F, Tuesday = Day A...)
 - [PGHS Virtual Example Daily Schedules](#)
- Students will be engaged in live synchronous learning on Monday, Tuesday, Thursday, and Friday.
- Wednesday will be used as an asynchronous learning day that will include opportunities for office hours for all staff
- Labs will be provided virtually
- All Honors/AP/Dual Enrollment will run in the Virtual model with the original teachers assigned
- Tutoring for students will be available
- Virtual attendance procedures are still being finalized

PGHS PILLARS 4 SUCCESS

	Hallways	Classroom	Cafeteria	Bus	Bathrooms	School wide	Digital
Be Safe	<ul style="list-style-type: none"> Walk in all areas Be respectful and aware of others around you Use your assigned locker at appropriate times 	<ul style="list-style-type: none"> Enter room quietly Secure your personal space without intruding in the personal space of others Follow directions the first time 	<ul style="list-style-type: none"> Clean up spills quickly Request permission to leave the cafeteria Wait for cue to be dismissed 	<ul style="list-style-type: none"> Walk directly to your bus Remain seated and do not change seats Remain on sidewalk while waiting for bus at school and the bus stop 	<ul style="list-style-type: none"> Use the facilities in an appropriate manner Only enter the bathroom with a signed pass from a staff member Leave books and belonging in the classroom 	<ul style="list-style-type: none"> Enter and exit the auditorium quietly Sit in the auditorium where directed Remain quiet and respectful when expected during assembly performance Sign out and in when leaving a classroom, with name and correct time 	<ul style="list-style-type: none"> Use caution in the sharing of personal information (photos, passwords, phone numbers, etc.)
Be Responsible	<ul style="list-style-type: none"> Move to destination efficiently Be prepared for class Use only your locker and keep your combination secret If you drop something, pick it up 	<ul style="list-style-type: none"> Come prepared with materials required by each teacher, including charged laptop Find out what you missed within one day of missing class Follow teacher's rules and expectations Participate in class activities and discussions Be productive with your time 	<ul style="list-style-type: none"> Pay for the food you take Clean up area and take up your tray when finished Dispose of trash in the provided receptacles Secure your money after purchasing your lunch Secure laptop during lunch time 	<ul style="list-style-type: none"> Enter and exit bus in a timely manner Enter and exit bus at your assigned stop Be at the bus stop on time Only ride your assigned bus Keep bus clean 	<ul style="list-style-type: none"> Dispose of trash in the provided receptacles Return to class as quickly as possible 	<ul style="list-style-type: none"> Come to school everyday on time When absent, bring a note in the next day Pay debts on time Keep valuables, laptops, and money secured at all times Be ready to present a pass when out of class Follow the building policy on electronic devices and dress code 	<ul style="list-style-type: none"> Have only relevant sites and windows open and in use during instructional time Save and back up files regularly Review the Acceptable Use Policy Use caution when opening unfamiliar sites and files Credit sources when using and referencing other peoples work
Be Respectful	<ul style="list-style-type: none"> Use appropriate language and volume when speaking in the halls Comply with personal displays of affection (PDA) guidelines 	<ul style="list-style-type: none"> Speak at appropriate times Take care of school property assigned to you: Textbooks, Laptops, lockers, etc. 	<ul style="list-style-type: none"> Exited as directed by staff Use appropriate language and volume when responding to staff 	<ul style="list-style-type: none"> Use appropriate language and volume when riding the bus Respect the property of others Follow bus driver's directions 	<ul style="list-style-type: none"> Honor the privacy of others Use appropriate language and volume when in the bathroom Report anything out of the order to your teacher 	<ul style="list-style-type: none"> Stay in your personal space (no rough housing, PDA, and dress code infractions) Treat others how you want to be treated. Use polite language with staff and students 	<ul style="list-style-type: none"> Recognize the negative impact of cyber bullying and harassment Recognize that different audiences require different types of communication
Be Positive	<ul style="list-style-type: none"> Speak politely and quietly to each other Hold the door for other students and staff Keep hallways clean and neat Greet each other kindly 	<ul style="list-style-type: none"> Do your best work at all times Support the accomplishments of your classmates Positive interactions with teachers 	<ul style="list-style-type: none"> Treat the cafeteria workers kindly Move through the lines quickly 	<ul style="list-style-type: none"> Be polite to the bus driver and fellow students Be polite to passengers in cars Keep the bus neat and clean 	<ul style="list-style-type: none"> Wash your hands Maintain personal hygiene 	<ul style="list-style-type: none"> Represent Pottsgrove with pride on field trips, athletic events, and other competitions Applaud politely during assemblies Stand during the pledge to the flag and moment of silence 	<ul style="list-style-type: none"> Find ways to create positive and supportive interactions online that are founded on trust and respect