



PALMER HIGH SCHOOL

Home of the “Moose”

STUDENT HANDBOOK

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~~ Life-long Learners ~~ Community Assets ~~ Citizens of Integrity ~~

Dear PHS student,

Welcome to Palmer High School, Home of the Moose. At Palmer High, we continue to be at the forefront of educational innovation. We believe in creating and sustaining a positive environment where students have the opportunity to experience their highest level of success. We work towards maintaining the safest and most supportive learning environment possible. With a highly qualified and dedicated staff, Palmer students will enjoy a rigorous and rewarding high school career.

This PHS handbook clarifies the policies and procedures pertaining to student activities and responsibilities as set forth by the School Board, Mat-Su Borough School District, and your school administration. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook. This handbook and the district student handbooks govern your school life. Students are expected to know and exercise their rights as outlined in these handbooks. Any system of governance only works well if those for whom the rules are written know them and exercise their rights about those rules. Concurrently, students are fully expected to act in a responsible fashion.

Please let us know if you have questions or concerns about PHS, and have a fantastic year.



PHILOSOPHY

At Palmer High School, our educational vision is to focus on quality education and a high level of student achievement. It is our role to work in partnership with the community to develop contributing, self-directed, responsible citizens for a changing world. Multiple opportunities are provided through a rigorous and diversified curriculum in a safe and supportive environment.

Palmer High Guidelines for Success

Palmer High learners strive to be:

Inquirers They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

This handbook outlines information and expectations; necessary modifications made by the school administration will be announced in the Daily Bulletin and / or Morning Announcements.

PHS = Palmer High School MSBSD = Mat-Su Borough School District

GENERAL INFORMATION ABOUT STUDENT LIFE

Assembly Behavior - Assemblies provide students with educational and entertainment opportunities. In order for students to obtain the greatest benefit from these experiences, all students are required to attend and are expected to respect speakers and performers. Students are expected to listen quietly and to respect the rights of others by not creating disturbances.

Beginning of the Day - Classes begin each day at 7:45 a.m. The main hallways and locker banks will be opened to students as soon as possible after 7:00 a.m.

Change of Schedule or Withdrawal – Every effort will be made to provide 10th – 12th grade students with the opportunity to choose their courses prior to the end of the year. When this time frame is not possible, scheduling will occur during the summer. Prior to classes beginning in August, students will have the opportunity to come to the school and make necessary changes to their schedule. With regard to the second semester courses, students will have all of the class days in December to make necessary changes. Due to the extended opportunity for students to make sure their schedule is exactly as they need it to be, there will be no schedule changes once the semester has begun, except for reasons of administrative need.

Check out (withdrawing from PHS) - In order for PHS to issue any report cards and related documents, a student must have no outstanding debts to the school or to the MSBSD. Debts that fall into this category include, but are not limited to missing books, damaged books, activities fees, non-returned uniforms and overdue library materials. Also, seniors must have a “clean slate” in order to participate in graduation ceremonies. Student ID cards will also be collected when a student withdraws from Palmer High.

Course Procedures - Each teacher will prepare a course syllabus that clearly specifies grading procedures, class expectations, course outcomes, class rules and provisions for make-up work for their class. Students should refer to this document for specific information about classroom procedures.

Dance Regulations - PHS will adhere to the guidelines for dances as set forth by the MSBSD (Note: The only item not specified in the MSBSD guidelines is that only PHS students will be allowed into PHS dances, except Homecoming and Prom; *see MSBSD guidelines on Guest Passes*).

Dress Code - Students are expected to dress appropriately for school as they would for a casual/business casual environment. Any attire that may cause a disruption to the educational process is not allowed. Apparel or appearance that draws attention to an individual rather than to a learning situation must be avoided. In matters of opinion the judgment of the principal/designee will prevail. Refusal to adhere to the dress code will be considered disorderly conduct.

The following community developed minimum standards will be observed at PHS:

1. Any clothing that is revealing is prohibited. Some of these items include:
 - Clothing that is transparent
 - Extremely low cut clothing is not to be worn
 - Visible undergarments—clothing that reveals any portion of the undergarments and attire with holes above the knees are not to be worn
 - No portion of the midriff is to be visible—shirts or tops must cover the waistband of pants, shorts or skirts
 - Shorts, dresses and skirts must not be excessively short for school

2. Clothing and accessories such as backpacks, notebooks, patches, tattoos, bandanas, and jewelry must not display or suggest:

- Racial or ethnic slurs/symbols
 - Gang affiliations
 - Vulgar, subversive, sexually suggestive or otherwise inappropriate language or images
 - Promotion of products that students may not legally buy such as alcohol, tobacco and illegal drugs
 - Anything that promotes harm to another or to one's self
3. Prohibited items include:
- Studded jewelry or chains
 - Sunglasses unless medically required
 - Sleepwear and clothing resembling sleepwear
4. Footwear is required at all times. Head coverings are not allowed to be worn indoors. Religious and medical waivers may be granted.
5. At the discretion of administration, students may wear approved team uniforms for spirit days or other events.

Driving and Parking - Students who provide their own transportation must register their vehicle. No motorized vehicle may be registered or driven onto the campus unless it is "street legal" and licensed. Other than those belonging to visitors, no vehicles may be parked on campus if they are not registered. The registration decal must be displayed from the interior, rear-view mirror. Drivers of unregistered vehicles will be subject to disciplinary action and/or having the vehicle towed away at the owner's expense. When an unregistered vehicle must be driven to school, a temporary pass must be obtained in the office. The designated parking areas for handicapped and visitors at PHS are located along the front of the school and along the blue painted curb. There is no student or staff parking in the school bus drop-off/pick-up loop behind the wood shop. Do not park in the fire lane that is clearly marked by the red painted curb or the bus loading zone curb next to the front entrance. The swimming pool parking lot is reserved for public use and is not to be used by students or staff. The adjoining lot is reserved for staff only. Also, the first two rows of the main parking lot are reserved for staff parking.

Violations of this policy, reckless driving or improper parking may result in any or all of the following:

- *Loss of parking lot privileges for a specified period of time.
- *Total loss of parking lot privileges.
- *Student's vehicles being towed away at owners' expense.
- *Report to local police.

Note: Your vehicle is subject to search at any time in order to determine compliance with school, district, or legal regulations. Refusal to submit to a vehicle search will result in disciplinary action.

Electronic communication devices - Students may not use cell phones or other electronic communication devices inappropriately (i.e. during instructional time without teacher permission). Such articles, if they are confiscated, may be retrieved at the front office at the end of the school day. If a student's phone or other communication device is turned in to the office, a parent may need to come in to retrieve it. Repeated violations will result in loss of cell phone privileges and other sanctions as determined by school administrators. Note: Exceptions to this policy may be made by individual classroom teachers if it is for educationally relevant purposes.

End of Day - All students are expected to be off school grounds by 2:45 PM, unless involved in an extra-curricular activity that day and/or under the direct supervision of a staff member. Students refusing to leave the building or re-entering the building without a valid reason may be subject to disciplinary action.

Entrance/Exit -The main front doors *only* shall be used for entrance and exit at all times other than during an evacuation drill or actual emergency. Other exits are to be utilized only for specific purposes under the supervision of school staff. All exits other than the main front doors are considered "off limits" during school hours. Unauthorized use of these exits shall be considered flagrant insubordination and violation of the closed campus policy.

Fire and other emergency drills - Fire and other emergency drills are held in compliance with state requirements and such instruction is incorporated into the school curriculum.

When the fire alarm is heard, all work is to be suspended. All persons within the building are to leave as quickly and quietly as possible and to the designated gathering area at least 100 feet from the building. Absolute order is essential to the safety of all – students are required to remain with their class, and teachers will take attendance. Students that are not present will be marked truant and referred.

Other emergency drills (ie.: earthquake, lockdown, etc.) will be held within the guidelines of the MSBSD and after instruction by the classroom teachers. No cell phones should be used during emergency drills.

Grading and Grade changes - Visit the Guidance Department

Guidance Services - Please make an appointment with the guidance secretary. Academic guidance and counseling services that are available for all students include: assistance with educational planning, attendance, interpretation of test scores, occupational and career information, study skills, and help with home, school and/or social concerns. The Guidance Career Library is open to students and parents for career and post-secondary planning. Career and college materials are available, and students are encouraged to browse during free time.

Hallway Policy - Students must be in class during class time. Teachers are asked to use discretion and issue hall passes only when absolutely necessary. Teachers are advised to prohibit students from being released the first and last 10 minutes of class. Students needing a hall pass (or those using a T.A. pass) will need to forfeit their student ID card during the time they are in possession of the hall (or T.A.) pass. Students in the hallways during class time without a pass issued for them will be considered truant.

Health Services - During the school day the PHS school nurse is available to assist with medical emergencies, acute illness, chronic health conditions or other health related concerns. **Medication Policy: Students are not allowed to possess any medications while on school grounds; this includes prescription and over-the-counter medications.** Commonly used asthma inhalers are the only exception. Prescription medications are given as directed in the physician's order by the nurse's office with parental consent. Tylenol/Acetaminophen may be given at the nurse's discretion with parental consent.

Interscholastic Activities - For any information related to interscholastic (ASAA) activities, clubs, and the like; refer to the MSBSD High School Co-Curricular Handbook, or check with the Athletic Director.

Leaving school during school hours - Students who must leave school during the school day need to drop-off a written excuse at the main office before 7:45 AM and must check out through the office. Emancipated students may check out of school with permission from the administration. All other students must have parental **and** administrative permission to leave campus. Students who leave school without complying with these checkout procedures will be considered truant. Students are not to access their vehicle during the school day without permission from the school administration. Juniors and seniors that are granted off campus passes for academic reasons will follow their off campus pass agreement.

Library use - Students are expected to return library items in the same condition that they are checked out in; students are liable for damages to library materials. Failure to return library books and textbooks will prevent a student from completing the end-of-year check out process until the record is cleared. The librarian has the authority to determine and enforce student consequences for overdue or damaged library materials; such consequences may include detention, student block from checking out library materials, students not being allowed to participate in graduation ceremony and/or referral to school administration.

Lockers - Lockers are assigned to students for their convenience. The school considers everything in the locker to belong to the student to whom the locker was assigned. It is the student's responsibility to keep the lockers clean and sanitary, and the student is responsible for the care and contents of the locker and everything in it. Locker combinations should not be given to others; **lockers are not to be shared with other students.** The school will not accept responsibility for items lost or stolen from lockers. **Lockers belong to the school and may be subject to search at any time** in order to determine compliance with school, district, or legal regulations.

Parent Liabilities for Damages - Students and their parents are financially liable for property damage caused by the student's conduct.

Personal Music Players – The same general rules apply to these, as to electronic communication devices (see that section on page 6). If the volume of the personal listening device is such that the student is non-responsive to a request or directive by a staff member, the device may be confiscated. Note: Exceptions to this policy may be made by individual classroom teachers if it is for educationally relevant purposes.

Personal Property - It is the recommendation of the PHS administration that students not bring personal belongings of any significant value to school. This includes, but is not limited to cell phones, electronic listening devices, cameras of any type, and personal computers and peripherals. If students feel the need to bring such items, they should take appropriate precautions as **Palmer High School will not accept responsibility for items that are damaged or stolen.**

Pledge to the Flag / Daily Bulletin – Each day, via the intercom, someone will be leading the school community in the Pledge of Allegiance to the U.S. Flag. The daily bulletin will be sent out electronically to all teachers and paper copies will be posted at various locations around the school.

School Pictures / Student Identification Cards - School pictures are taken early in the school year for the yearbook and for student ID cards; the yearbook photos are available for purchase. All students must have a picture taken for ID card purposes and headgear will not be worn for these. Student ID cards must be carried at all times when on school grounds and at a school activity. Students must surrender their ID card to a staff person if such a request is made of them. Also, student ID cards will be the only way for a student to get a pass to leave the classroom. If a student loses their card, a replacement card must be purchased for \$5.

Skateboards, In-Line Skates, etc.- The use of skateboards and in-line skates are prohibited on school grounds; use of them may result in their confiscation by school officials.

Spectator Code of Ethics and Sportsmanship - All students must realize the importance of their role in good sportsmanship. This refers to students who may be spectators as well as to those involved in play. According to the Alaska School Activities Association High School Handbook, if a spectator or player is guilty of unsportsmanlike conduct, the school will take appropriate action that can include but is not limited to suspension and/or barring from future contests/events.

All spectators are expected to:

- Remember the game is for the players. They are here because they want to play and enjoy the experience.
- Refrain from distracting the players during play.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's performance is a demonstration of generosity and good will.
- Treat the officials with respect before, during, and after a contest. A game cannot be played without officials as they are an integral part of the game; they should be considered impartial arbitrators.
- Display good conduct. Even though you paid admission, the management has the authority to remove any spectator who does not conduct him/herself respectfully. Abusive language is to be avoided.
- Remember the spectator's view of the game could be quite different from that of the official.
- Recognize the fact that spectators represent the school, as do the athletes.
- Respect, cooperate, and respond enthusiastically to cheerleaders.

Student Evaluation of Teachers and Administrators - Students may use the Student Survey of Teachers or Administrators Performance forms (available in the office) when they wish to comment on a teacher's or administrator's performance. If the form is signed, it will set in motion a procedure involving the subject of the appraisal and his or her immediate supervisor. The appraisal will be discussed and if there is a concern, attempts to resolve the concern will be made. This is the procedure to use when students have a compliment, concern or complaint about a staff member.

Student Government - Student Government is designed to give students a voice in the school. Any issues or concerns can be effectively addressed by utilizing these elected representatives to bring matters to the school administration. The Student Government can be as effective as the students make it – get involved.

Student Insurance - Insurance is available to students who need such coverage at a nominal cost. Please inquire in the office for information.

Visitors - All individuals not currently enrolled or employed at PHS must report to the office upon entering the building and obtain a Visitors Pass. Failure to comply with this provision may result in prosecution for trespassing. As all MSBSD schools are closed campuses, student visitors are not permitted during the school day.

GRADUATION REQUIREMENTS

Graduation requirements may be different for different students and classes. Check with the Guidance Office for the specific course requirements, waivers, correspondence, credit recovery, or other options as they relate to your graduation.

PALMER HIGH SCHOOL ATTENDANCE POLICY

Absences - An absence is defined as any time a student is neither present in his or her scheduled class nor attending any other school-sponsored, school supervised activity. Documentation of excuses and parent communication concerning absences contained in the student's attendance file is critical when decisions are forthcoming regarding grade and truancy issues.

Studies have shown student attendance at school is directly related to student success. Additionally, student attendance is one of the factors used to determine Adequate Yearly Progress under the NCLB Act. Parents, students, and schools need to work together to promote attendance and success.

Parents are encouraged to take an active role in student attendance and to alert the school when their child is to be absent. It is the responsibility of the student to make arrangements to keep up with school work when he or she is absent from school. The principal shall have the final authority and discretion on matters related to such discipline for truancy.

Attendance Procedures:

*The teacher shall record daily attendance in their official class record.

*All notes or other communication concerning the reasons for absences must be deposited in the office, at the beginning of the day whenever possible. All such documentation shall be kept in the student's attendance file. Emancipated students must submit their own written explanations for their absences and/or any other documentation regarding absences. All other students must bring a note from their parent or guardian explaining the student's absence. The note must include the student's full name, date(s) of absence(s), parent or guardian signature, and phone number(s) for contact. Written absence excuses must be turned in to the Main Office within 2 school days of the students return.

Note that:

- An absence (A) is defined as missing an entire period or day.
- A tardy (T) is defined as arriving to class after the tardy bell.
- Teachers are to annotate and keep a record of tardy student arrival time on the i-Cue system.

Notification of Absences shall be as follows:

- In order to effectuate positive results and good communication, parents will be notified via the Connect-Ed message system after each absence. In cases of habitually truant students, a referral may be made to the Office of Children's Services.
- The Mid-semester Progress Report will contain a report of attendance as well as academic progress.
- At the end of each session (9 weeks) the report card will contain a report of attendance.

*Students who accumulate excessive absences in any class and/or have demonstrated that they are "At Risk" due to absenteeism shall be subject to conditions that may include the following:

- Referral to the Intervention Team; be assigned to a teacher, counselor, or administrator who will be responsible for monitoring and reporting attendance as well as meeting with the student and parents to devise strategies for improving attendance.
- Be subject to restrictions on participation in any school activities or extra-curricular travel that would cause further absences from regularly scheduled classes.
- Be subject to other conditions and strategies that may be developed by the school and/or devised through parent conferences.

Students may be withdrawn due to non-attendance of 10 consecutive days.

Makeup Work - Makeup work is allowed for all absences. It is recommended an equal number of school days to the school days absent be allowed for makeup work, up to 10 days. The student is responsible for getting assignments for all work missed in accordance with the teacher's published procedures. There is work unique to the classroom setting that cannot be made up. In these cases, completion of alternative assignments may be required to achieve the same grade. These procedures must be approved by the principal and provided to students at the beginning of the semester. Whenever it is possible, students are encouraged to talk with their teachers ahead of a planned absence and make whatever arrangements are necessary to ensure all work can be completed.

Truancy - Consistent with Alaska State Law Sections 14.30.010 through 14.30.050, students will attend and be punctual to regularly scheduled classes unless officially excused. Enrolled students found to be absent from school or class for reasons other than those permitted by State Law shall be considered truant if they:

- *are absent from school without parent or guardian permission.
- *are absent from class or classes without permission although on school grounds.
- *leave school without administrative authorization or leave class without permission from the teacher or an administrator.
- *obtain permission to leave school or class for a specific reason and either do not comply with the specific reason or return to school.
- *leave school or class due to illness without reporting to the school office or nurse.

Open/Closed Campus- Board Policy 5112.5 “Students who leave campus without written authorization from their parents or guardian AND permission from school authority shall be classified as truant.”

DISCIPLINE PLAN

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency; and the key to good conduct and proper consideration for others. Everyone at PHS has the right to perform their work without interference from others. The work of students is learning, which includes academic, extra-curricular and social growth and development. The work of the school staff is to facilitate that education and to provide an optimum environment for learning. There is no place at PHS for anyone who promotes discrimination, tolerates its observed occurrence, or provides an environment in which discriminatory actions are ignored. Students and staff members with varied backgrounds, combined with a sound educational program, will promote a real appreciation of people’s differences and similarities. It is recognized and appreciated that the vast majority of students at PHS demonstrate responsibility and caring for the school and its people.

An important part of education is the right to make decisions and the responsibility to accept the results of the choices one makes. Inappropriate behavior without consequence is not appropriate. The Discipline Plan lists the major behavior areas identified by staff, parents and students which interfere with education and with our efforts to provide a safe, positive, effective educational environment for students and adults.

The Discipline Plan also lists the disciplinary actions that may be taken for various infractions. It is not possible to cover every potential infraction, but the major behavior areas and the range of disciplinary consequences that may be imposed, are listed. The plan is a guideline and cannot describe all behaviors and consequences, nor can it describe the many positive activities used to help students to improve their behavior. In addition to PHS sanctions, students whose actions are a violation of state or federal law may be reported to the Palmer Police.

BEHAVIORS

AUTOMOBILE MISUSE: Inappropriate use of an automobile on school property: includes parking, speeding, unsafe driving, and use of a vehicle to commit truancy.

BUS MISCONDUCT: Failure to follow bus rules and regulations (see District Handbook).

CONCERTED ACTIVITY (CONSPIRACY TO COMMIT A CRIME OR BREACH THE PHS CODE OF CONDUCT): Conspiracy is the crime of two or more people having an agreement with the intent to commit a crime or a breach of a code of conduct. To be liable for a disciplinary action these people must also make a plan with a [mutually agreed to] concerted act to complete that plan (Conspiracy is, today, what “aiding and abetting” used to be).

CREATING A NUISANCE: This includes littering, failure to properly store personal items, unreasonably impeding access or free movement within the building or other activities, which infringe on the rights of others and the orderly function of the school.

DEFIANCE OF AUTHORITY, WILFULL DISOBEDIENCE, & INSUBORDINATION: Refusal to follow the reasonable requests of school personnel; refusal to identify himself / herself when requested; refusal to comply with disciplinary sanctions or refusal to report to disciplinary assignment (work detail, detention, etc.).

DISORDERLY CONDUCT: Abusive or vulgar language, be it verbally or non-verbally expressed through writings, drawings, behavior, or dress which is inappropriate for a public school environment and/or disruptive to the orderly operations of the school or class are not tolerated. Freedom of expression is assured all community members. However, as directed by the Mat-Su Borough School District Handbook the manner of expression may not be vulgar, obscene, defamatory, neither promote nor advertise alcohol or drugs or substantially interfere with the rights of others or the education process.

FIGHTING: Having or threatening physical contact with another person with the intent to inflict harm or start a fight: includes “self-defense” when both parties were aware of an impending fight and failed to take the appropriate action or to notify school officials to prevent the fight from taking place.

FORGERY, CHEATING, FALSIFYING INFORMATION, PLAGIARISM: See PHS Honor Code.

GANGS: The District Student Handbook has determined that “whenever two or more students conspire or otherwise work in concert to commit an offense sanctionable under this policy...the seriousness of the policy is compounded...,” this behavior may be considered gang behavior. Persistent action such as wearing emblems, badges, symbols, signs, graffiti, and other things which are evidence or indicate membership or affiliation in a gang.

ILLEGAL / BANNED SUBSTANCES: The use, possession, exchange, sale or being under the influence of alcohol, drugs, marijuana, inhalants, or other illegal substances while at school or while in attendance at school sponsored activities. This also includes substances that are legal but are look-alike substances to illegal ones. It also includes possession, use or exchange of drug paraphernalia.

PHYSICAL ASSAULT: Physical attack by one or more persons on another who does not wish to engage in conflict. Sexual assault includes any unwanted or inappropriate physical contact of a sexual nature.

PUBLIC DISPLAY OF AFFECTION (PDA): Any display of affection beyond hand holding is inappropriate in school or during school activities.

RECKLESS ENDANGERMENT: Engaging in an activity that endangers others; this includes, but is not limited to, throwing objects or running in crowded areas, irresponsible “horseplay,” and any conduct that is unhealthy toward others.

TARDINESS: Not on time to class.

THEFT: Taking or removing property belonging to another person, organization, or the school without consent; includes transmitting or receiving property that is stolen.

THREAT OR HARASSMENT: Statements or actions, which are intended to intimidate or harass another person or persons; also includes “initiation” or “hazing” and extortion. Sexual harassment includes any unwanted or inappropriate sexual remarks or actions.

TOBACCO/RELATED PRODUCTS (CIGARETTES, CIGARS, CHEWING TOBACCO, LIGHTERS, ETC): A student shall not possess, smoke, or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by law.

TRUANCY: Any absence from class, school or a school sponsored activity without the knowledge and consent of the student’s parent/guardian and the administration. According to School Board Policy 5112.5, students who leave campus without written authorization from parents and permission from school authorities shall be classified as truant and subject to disciplinary action.

VANDALISM: Intentional destruction or defacing of objects or materials.

WEAPONS: The possession of guns, weapons, ammunition, knives, explosives or any device designed to shoot projectiles such as slingshots, BB/Pellet or paint pellet guns, dangerous implements or devices, incendiary bombs, chemical dispensing devices or firecrackers on the school campus, or the use of any object to inflict bodily injury to another person will result in expulsion from school for one year.

DISCIPLINARY ACTIONS

LEVEL I: *These actions may be taken by teachers for those behaviors that are under their direct control and all interventions listed should be used before LEVEL II interventions are requested.*

INFORMAL TALK/WARNING: A school staff member will talk to the student to try to reach an agreement regarding student behavior.

PARENTAL INVOLVEMENT: A parent or legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, parent or guardian, appropriate school officials, and other individuals.

CLASSROOM WORK DETAIL: A student may be assigned to a work detail under the teacher's supervision in the teacher's classroom.

DETAINING STUDENTS: A teacher, after having established that a student has committed an infraction, may detain the student after class or after school, or may assign a time for detention to be served in the teacher's classroom. (Teachers will ensure that students are not kept so that they are late to their next class.) Teachers may keep students after school with parental notification and parents may request a 24 hour delay in imposition of detention if the student uses district transportation.

Students who refuse to comply with the teacher's disciplinary assignments are considered to be willfully disobedient and shall be referred to the administration for further disciplinary action with a Level II intervention request.

CONFERENCE: A formal conference is held with the student, and one or more school officials. The parent/guardian may also be involved. During this conference, the student must agree to change his or her behavior prior to being readmitted to class.

SEVERE CLAUSE

STUDENTS WHOSE BEHAVIOR IS DEEMED TO BE A DANGER TO SELF OR OTHERS WILL BE IMMEDIATELY REMOVED FROM CLASS AND ESCORTED TO THE ADMINISTRATION

LEVEL II: *These actions require administrative implementation and/or approval.*

CONFERENCE: A formal conference is held with the student, and one or more school officials. The parent/guardian may also be involved. During this conference, the student must agree to change his or her behavior prior to being readmitted to class.

REFERRAL TO INTERVENTION TEAM: For some infractions, such as substance abuse, fighting or tobacco use, mandatory participation in counseling, support groups or treatment programs may be a condition for reentry into the regular school program.

DISCIPLINARY REASSIGNMENT: The reassignment of a student to a separate supervised environment away from usual activities within the school or different from the student's usual schedule. This may include referral to counseling, or a schedule change.

INABILITY TO PARTICIPATE: As a result of a student's behavior(s), their participation in extracurricular activities, use of hall passes, access to certain areas, or other school privileges may be impacted.

IN-SCHOOL SUSPENSION (ISS) {ISS will be used as available}: The student is excluded from regular classes and school activities and assigned to the designated ISS room. The ISS program requires that the student continue to work on class assignments and exhibit behavior as defined in the student handbook (see Behavioral Expectations of PHS Students).

SHORT TERM SUSPENSION: The student is excluded from school and all school related activities for a period of up to 10 school days. The student is informed that he/she is subject to a short-term suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action.

LONG TERM SUSPENSION: The student is excluded from school and school related activities for a period of more than 10 days. The student is informed that he/she is subject to a long-term suspension and may discuss his/her side of the situation with the appropriate school official. The student and his/her parent or guardian will be notified of the pending action and information about his/her rights under due process will be provided.

INTERIM SUSPENSION: An interim suspension is used for students whose presence poses an immediate or continuing danger to persons or property or an on-going threat of disrupting the academic process. Immediate removal from school may occur. In such cases, the necessary hearing process shall follow as soon as is practical.

Students suspended for any reason, who return to campus or attempt to participate in school or school activities without administrative approval are subject to further disciplinary action.

Staff members shall complete a Disciplinary Referral for inappropriate student action and submit it electronically to the appropriate entity so that a record of such action and the resulting consequences can be maintained in the students file.

Palmer High School Recommended Discipline Sanctions

<i>Infraction</i>	<i>Recommended Sanction - First Offense</i>	<i>Recommended Sanction - Second Offense</i>	<i>Recommended Sanction - Third Offense</i>
Behavior Dishonesty	Sanctions up to and including suspension, at discretion of school administration	At discretion of school administration	At discretion of school administration
Dress Code Violation	Change of clothing article(s) in violation and student conference	Change of clothing article(s) in violation and parent contact	Change of clothing article(s) in violation, parent contact and detention
Fighting	Up to 10-Day Suspension May be reduced to 7-Day suspension with student completion and submission of relevant essay	30-Day Suspension May be appealed for reduction based on completion of an Educational Conference and plan for improvement	30-Day Suspension
Illegal Substances (possession / consumption)	* Minimum 10-Day Suspension up to semester suspension Suspension may be reduced by student completion of Educational Conference and compliance with E.C. recommendations	* Semester Suspension	* Recommendation for Expulsion
Illegal Substances (distribution to others)	*Recommendation for Expulsion		
Insubordination (direct and wilful)	Conference and discipline sanction up to and including suspension	Suspension	Suspension
Public Display of Affections	Student Conference	Conference and parent contact	Conference, parent contact and detention
Threats of Serious Harm or Death	* Sanctions up to and including long-term suspension with loss of credit		
Tobacco	* 3-Day Suspension	* 5-Day Suspension	* 10-Day Suspension
Truancy / Campus Violation	Conference and discipline sanctions up to In-School Suspension	In-School Suspension	In-School Suspension
Vandalism	Sanctions up to and including suspension, at discretion of school administration Restitution for repair is to be part of the sanction	At discretion of school administration	At discretion of school administration
Weapons	30-Day Suspension May be appealed for reduction based on plan for improvement	30-Day Suspension	Semester Suspension

***District prescribed sanction. Recommended sanctions may be modified at the discretion of administration.**

Palmer High School Late Policy

Student Information

At Palmer High School we value the education of the student. Therefore, it is imperative that your student be present in class on time and prepared with required materials every class period. If a student is late to class, it is expected they enter class with a pass from the front office.

Our late policy is as follows per nine week period (quarter):

1st tardy = Written Warning (logged into the tardy system)

2nd tardy = Written Warning

3rd tardy = Written Warning

4th tardy = Lunch Detention

5th tardy = Lunch Detention

6th tardy = In School Suspension (ISS)

Subsequent tardies will result in further disciplinary action (e.g. parent conference or Out of School Suspensions)

If you are late to class, you must report to the Main Office where you will be issued a pass to class and an administrative consequence if you have been late for class more than three times during the quarter.

PHS Honor Code

“Honor is doing what is right, even when no one is looking”

Preamble

Palmer High School offers a quality education that cultivates the virtue of *honor*, a sense of personal responsibility, and respect for property, self and others. Students are expected to demonstrate these virtues on the playing fields, in the classroom, and at school events. The *honor code* is central to our tradition of excellence at Palmer High School.

The Code

As a member of Palmer High School community, I pledge to conduct myself at all times honorably, in a way that shows pride in myself, my family, my school, and my community. I pledge to uphold the following standards of the Palmer High School *Honor Code*:

- ❖ **Respect For Academic Honesty in all my scholastic efforts.** I will, at all times, use my best efforts to accomplish the highest academic achievement of which I am capable. I will not cheat, represent the work of others as my own, or allow others to copy my work or plagiarize.
- ❖ **Respect For Others in all my words, expressions and actions.** I will – be courteous to teachers, staff and fellow students, refrain from hurtful remarks and respect people's privacy.
- ❖ **Respect For Property at all times.** I will take pride in my campus and go out of my way to see that my school maintains its quality and appearance to a level in which I can take pride. I will not steal, deface, destroy or litter. At all times I will treat my school and the property of others as private -- not to be touched without their permission
- ❖ **Respect For Myself in everything I do.** I understand that my academic work, my conduct with others, my attitude towards property, my personal *honor*, and the *honor* of my school community are my personal responsibility. I am responsible for personally upholding the *Honor Code* and for assisting other students in fulfilling their commitment to do likewise. I accept my responsibility not to passively participate in a violation by allowing it to continue without taking some positive action.

Staff Academic Integrity

The substantive standards of academic honesty stated in this policy apply, naturally, to staff members; all members of the Palmer High School community are expected to act according to the highest principles of academic and personal integrity.

Honor Code Definitions

This *honor code* calls for a commitment from staff and students. Below are some areas encompassed by the *code* (for each of the areas, the definitions and examples include, but are not limited to, the items listed);

Cheating: Willfully giving to or receiving from other students -- unauthorized, unfair, dishonest, or unscrupulous advantage in school work.

EXAMPLES:

- ❖ The use of talking, signs, or gestures during a quiz or test.
- ❖ Unauthorized use of study aids, notes, books, data, or other information.
- ❖ Copying from another student or allowing the copying of an assignment.
- ❖ Submission of pre-written writing assignment at times when such assignments are supposed to be written in class.
- ❖ Passing to others, a test or quiz during a class period, or from one class period to another class period with the same teacher.
- ❖ Illegally exceeding time limits on timed tests, quizzes, or assignments.
- ❖ Sabotaging the projects or experiments of other students.
- ❖ Unauthorized use of calculators, cell phones or any electronic devices such as watches, palm pilots, etc.
- ❖ Computer fraud.

Plagiarism: Presenting as one's own, the works or the ideas of someone else, including the Internet or any other form of technological equipment, without proper acknowledgment. Submitting as one's own, a previously submitted document or project.

EXAMPLES:

- ❖ Having another person write an essay or do a project which is then submitted as one's own work
- ❖ Failing to use proper documentation and bibliography.

Lying: Willfully reporting an untruth or falsehood (deceit, attempted deception, or fraud) or not reporting a truth of interest, in an oral or written statement.

EXAMPLES:

- ❖ Failing to give accurate or complete information to a teacher.
- ❖ Feigning illness to gain extra preparation time for tests, quizzes, or assignments and listing fictitious reference sites.

Theft: Taking or appropriating the school work or materials of another individual or organization, or the instructional materials of a teacher, without the right or permission to do so and with the intent to keep or improperly use.

EXAMPLES:

- ❖ Stealing copies of tests or quizzes.
- ❖ Illegitimately accessing the teacher's answer key for tests or quizzes.
- ❖ Stealing the teacher's edition of the textbook.
- ❖ Stealing another student's homework, notes, handouts, or property.

Vandalism: Destruction or defacing of personal or public property.

EXAMPLES:

- ❖ Destruction or defacing school furniture, lockers, electronics, athletic equipment, vending machines, and all other school equipment.
- ❖ Destruction of another's notebook, apparel, electronic device, etc.

Forgery: Forging the signature of a Parent/Guardian, a school employee, or a Physician (or any Professional individual); on a letter, or on any other document.

EXAMPLES:

- ❖ Passes
- ❖ Progress / Grade Reports
- ❖ Parent letters
- ❖ Permission slips
- ❖ Birth certificates, Medical documents, or other legal documents

General Misconduct: Willful disobedience, insubordination, harassment, disorderly conduct, possession of illegal substances, and concerted activity.

EXAMPLES:

- ❖ Dress code violation.
- ❖ Instigating a fight.
- ❖ Failing to stop misconduct by others, when it is possible to do so.
- ❖ Harassing of peers or staff in any form.
- ❖ Possessing, exchanging, consuming, and/or being under the influence of any illegal substances.
- ❖ “Minor” misbehaviors that are a part of a pattern of misconduct.

Procedures resulting from violations of the *Honor Code*

Overview: All alleged offenses against the *Honor Code* will be investigated by the appropriate staff member(s). Parents will be notified and the incident will be documented in the student’s file. Consequences will be imposed upon agreement by staff members involved; examples of these include but are not limited to the following:

- ✓ Reprimanding the student orally or in writing.
- ✓ Requiring work affected by the academic dishonesty to be redone.
- ✓ Administering a lower or failing grade on the affected assignment, test, or course.
- ✓ Removing the student from the course.
- ✓ Removing the student from clubs, boards, teams, etc., related to school.
- ✓ Imposing probation or suspension; or recommending expulsion.
- ✓ Placing a temporary or permanent notation on the student's permanent academic record indicating suspension or expulsion due to academic misconduct.
- ✓ Reporting incidents of misconduct to appropriate law enforcement officials. Prosecution may ensue if the incident involves the commission of a crime (e.g., breaking into an office or building, stealing an examination, etc.).



Sources:

Stanford (CA) **University Alumni Magazine** “The Honor Code”
 Lexington (MA) **High School** “Honor Code”
 Mainland (NJ) **Regional High School** “Honor Code”
 University of Colorado at Boulder “Honor Code”

The North Broward (FL) **Preparatory Schools** “Honor Code”
 Langley (VA) **High School** “Langley Honor Code”
 Mt. Rainier (WA) **High School** “IB Honor Code”
 Brigham Young University (UT, ID, HI) “Church Educational Honor Code”

Palmer High School Standard Heading

In order to save both staff and students' valuable time that can be better spent teaching and learning, our staff has adopted the "Palmer High School Standard Heading". Unless you have special requirements for a specific assignment, have your students use our standard heading.

Palmer High Standard Heading →

First and Last Name
Date
Period
Assignment

Palmer High Start-on-Time! Procedures

- Teachers are strongly suggested to deny students access to a hall pass the first and last 10 minutes of class.
- At the late bell, classes start immediately with a bell question/activity for students.
- All late students (including TAs, etc.) must have a pass from the front office in order to enter class.
- No students (including TAs) are sent from their classroom without a *PHS issued* student pass.
- Suggestions: students could give their teacher their student ID in order to get a hall pass. The ID is returned to student when hall pass is returned to teacher. This allows teachers to insure the return of their passes (avoiding the need of using 'strange items') and also to quickly identify who is missing from their room in the case of a fire drill or actual emergency.

Additional information:

- Students will scan student ID in front office and automatically receive pass to class.
- Unless a detention or other sanction is occurring, students will go immediately to class following the receipt of a pass from the office.



A Guide to PHARM

If you are assigned to PHARM:

- Be on time
 - ◆ Stay with your 4th period teacher unless you have made an appointment to make up work elsewhere.
 - ◆ Pharm immediately follows 4th period. You should be in the correct place when the PHARM bell rings at 11:00.
- Be prepared
 - ◆ Always bring something to work on. If you have no current or make-up work, bring a book to read or something to write in like a journal.
- Work diligently
 - ◆ This is a structured work time with limited distractions. It should be apparent that students are engaged in productive activity.
- Conference with your PHARM teacher
 - ◆ Check your grades together
 - ◆ Take responsibility for getting missing work turned in
- Make a plan to bring up your grades
 - ◆ Using a planner can be very helpful in keeping track of assignments
 - ◆ Plan to work at home as well as during PHARM to improve grades
- Use the pass system to see another teacher
 - ◆ Passes should be arranged before PHARM time.

PHARM standards:

- ❖ Freshmen have PHARM for orientation first 4 weeks of school
- ❖ F on 4-week progress report
- ❖ GPA below 2.5

Who can use PHARM time?

- Everyone! This is a time when teachers are available to answer individual questions and give make up tests. If you miss class for any reason, this is a great time to get caught up.

